

COVID POLICY

(updated January 2022)



West Coast Gymnasts is committed to providing a safe and pro-active stance in relation to the ever-evolving Covid-19 pandemic issues. This Policy is subject to change without prior notification and all advice from the WA Government supersedes this document.

The Club aims to provide a safe environment for all of its staff, members, athletes and visitors by following the guidelines set out below.

About COVID-19

COVID-19 can be spread from person to person through close contact and droplets including:

- direct contact with an infected person;
- contact with droplets from an infected person's cough or sneeze; and
- touching contaminated objects or surfaces (like doorknobs or tables), and then touching your mouth or face.

There is increasing evidence to suggest that COVID-19 can spread through aerosol transmission, and specifically in poorly ventilated or crowded indoor settings where individuals likely spend longer periods of time. As COVID-19 can be spread person-to-person through coughing, sneezing, touching contaminated surfaces, and close contact with infected individuals, there is a need for the club to remain vigilant with cleaning and sanitising regimes and take extra care with maintaining and promoting safe food and hygiene practices throughout its operations.

The most effective measures are good hygiene practices, additional sanitisation regimes, social distancing, staying home if unwell, getting tested if an individual has symptoms consistent with COVID-19 and getting vaccinated.

COVID Safety Plan

The purpose of the COVID Safety Plan is to help ensure that the club actively mitigates the risk of COVID-19 in line with the best available health advice. The club will display a COVID Safety Plan Certificate in a prominent location visible to patrons at both venues.

Safety Requirements

All people and premises are required to mitigate the risks of COVID-19. In addition to having a COVID Safety Plan and displaying a COVID Safety Plan Certificate, the club aims to:

- maintain contact registers;
- maintain hygiene and frequent cleaning; and
- carefully manage shared spaces to encourage physical distancing.

Physical Distancing

Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between individuals the harder it is for the virus to spread. Physical distancing will be encouraged at the club to minimise the risk of transmission.

If a member is found to be positive for COVID-19, the risk of transmission to others is minimised if physical distancing has been practiced.

While not mandatory, the club will continue to encourage, where practicable, to maintain 1.5 metres separation between people who are not from the same household or groups of other patrons.

Masks

The club will follow all directions and advice provided by the WA Government in relation to wearing a mask. Children under 12 years of age are not required to wear a mask (high school aged children and over must wear a mask whilst inside the venue, unless they are doing vigorous exercise, or there is a safety risk when participating in gymnastics).

Exceptions are allowed for visitors, athletes and staff who have a medical exemption or are consuming food or drinking. Further information regarding mask exemptions is listed in Appendix I. It is at the club's discretion if a person not complying with the mask mandate, is asked to leave the premises.

Managing shared spaces

Where there are points of congregation or potential congestion, such as walkways, bathrooms, shared facilities, points of entry and exit, and payment areas, the club will try to:

- use signage and barriers to direct and manage the flow of traffic.
- implement a one-way traffic flow, such as a dedicated entrance and exit, to reduce congestion.
- reconfiguring the placement of furniture and equipment, by reducing the amount of seating or rearranging furniture, to allow for and encourage physical distancing.
- increase cleaning of communal amenities, such as bathrooms and change rooms
- encourage members to make payment online to avoid queues and additional persons in the foyer area.

Managing patrons entering the venue

Ingress and egress of our venues will be managed to ensure physical distancing. One-way traffic flow such as one dedicated entrance and another dedicated exit (where possible) can help minimise congestion. This is possible at the Senior Gym, however the Junior Gym does not have the capacity to do this.

Our venues will have easily visible signage to:

- tell patrons not to enter the premises if they are unwell;
- encourage patrons within a group to also practise physical distancing;
- direct patrons to follow the physical distancing principles; and
- avoid patrons crowding together in any one area.

Any staff member, athlete, spectator or visitor who appears to be unwell will be requested to leave the premises.

Managing interactions between sporting participants and spectators

Spectators will be kept to a minimum. The Senior Gym will not allow spectators for more than 20 minutes at the start of their athlete's training time, or 20 minutes prior to their finish time. The Junior Gym will allow spectators but tables and chairs will be staggered to ensure physical distancing is adhered to.

Staggered starting times for training sessions to avoid congestion has already been implemented and will remain in place.

Managing interaction between staff/volunteers and patrons

Staff/volunteers need to practice physical distancing to the best of their ability, avoiding direct contact and minimising face to face time in order to reduce the risk of transmission. If staff/volunteers come into direct contact with patrons, staff/volunteers should follow good hygiene practices such as hand washing and cleaning.

Physical distancing between staff/volunteers

The club will ensure that staff/volunteers stay at home if they are unwell. In addition to practising good hygiene and cleanliness, the following approaches will minimise the risk of transmission of communicable diseases in the work place and maximise continuity of business:

- encourage staff/volunteers to get vaccinated as soon as they are eligible;
- review scheduled classes and training regimes to reduce interaction;
- physical distancing during break times;
- physical distancing outside the workplace; and
- staff/volunteers should consider getting an annual flu vaccination.

Hygiene

Cleaning hands

Regularly washing hands is an effective way to prevent the spread of germs and virus. If cleaning hands with soap and water:

- Lather for at least 20 seconds. Pay attention to the backs of hands and fingers, fingernails and the webbing between fingers.
- Rinse hands under running water and dry hands with a clean towel, or fresh paper towel.

If cleaning hands with an alcohol-based hand rub (hand sanitiser):

- Apply enough product to cover both hands.
- Rub all surfaces of both hands until they are dry.

The club will provide an alcohol-based hand sanitiser for customers at the entrance to the facilities.

Personal items will not be shared. This covers towels, water bottles and magnesium chalk, as well as wrist guards, gloves etc

Washing equipment

The following hygiene measures will be followed to continue to manage the risk of transmission:

- Where practical, staff will clean shared equipment between each use;
- continue to encourage athletes to bring their own equipment;
- implement and continue good hygiene measures following classes;
- regular cleaning is carried out during the day.

Increased cleaning and sanitation regime

It is important to ensure appropriate cleaning of common contact surfaces, 'high touch' items and shared amenities, such as handles, taps, lunch rooms, EFTPOS keypads and toilets. It is recommended that frequent cleaning in all areas is maintained. This is especially important in high traffic areas and any areas accessed by the public. If a surface may be contaminated, clean it with a common household disinfectant to kill the virus.

Cleaning products used must be approved for each particular surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces. Some products such as bleach can damage fabrics, stainless steel and other surfaces. Some equipment cannot be cleaned.

Payments

Administration staff should promote cashless payments.

After handling money or cards, staff should consider washing their hands with soap and water, or an alcohol based hand sanitiser.

Training and Education

The club's Management Team will regularly communicate restrictions, policies and procedures. This can be via hard copy notices around the venue, electronic communication and via staff meetings.

Compliance with Existing Legislation and Regulations

In addition to the legal obligations arising from the Emergency Management Act and the Directions made under the Act, the club will continue to have obligations under legislation and regulations, including Worksafe legislation.

Businesses also have requirements under the *Protection of Information (Entry Registration Information Relating to COVID-19 and Other Infectious Diseases) Act 2021*, specifically relating to the management, storage and disposal of contact registration information.

Response Planning

Once notified, Public Health Officials are responsible for responding in the event that a person with possible COVID-19 infection enters the club.

Maintaining Attendance Records

Accurate and relevant records of people attending the premises will assist Public Health officials with contact tracing in the event of a positive COVID-19 case in our premises. The club is required to maintain attendance records for all visitors entering the premises. The below considerations may assist the club in meeting your obligations:

- Display a QR Code at the entry of the club and at other accessible locations.
- A physical contact register will also be available for patrons who do not use an electronic check in system.
- The club will store records securely and dispose of relevant records appropriately as soon as practicable following the 28-day retention period.

Responding to a COVID-19 Incident

If the club becomes aware that someone with a case of COVID-19 has been in the facility, the Manager will need to call the COVID-19 Public Hotline on 13COVID (13 26843) and follow the advice of public health officials.

If there is concern that a person is not adhering to quarantine requirements, the club will call 13 COVID for advice.

If someone is confirmed as having COVID-19 or is getting tested for COVID-19, they should already be at home. However, there may be circumstances where a person in the workplace is displaying COVID-like symptoms, such as a fever, cough, sore throat,

shortness of breath and/or loss of smell/taste, or shares information (e.g. they have been in close contact with someone that has the virus) that causes the club to have reasonable concerns about their health and the health of others in the workplace.

The person could be staff, a volunteer, a client, customer or other visitor to the premises. Where this occurs:

1. Inform the Operations Manager immediately, who should call public health and follow their advice.

If the person has serious symptoms such as difficulty breathing, call 000 for urgent medical help. Otherwise, the Manager is to call the state public health unit by contacting the COVID-19 Public Hotline on 13 COVID and follow their advice. People who are unwell may be asked to seek the advice of a healthcare practitioner and, if appropriate, attend a COVID-19 clinic.

2. Keep others away from the person

Take steps to prevent the person from potentially spreading the virus by keeping others away from the person. The measures must be reasonable.

3. Transport

If transportation is required, follow the advice of public health staff. When transportation is required for known or suspected cases of COVID-19, private vehicles are the preferred method of transportation.

4. Clean and disinfect

Follow all public health advice about closing off affected areas and prevent access until they have been cleaned and disinfected. Information on cleaning for non-healthcare settings during the coronavirus (COVID-19) pandemic can be found in the Department of Health's COVID-19 environmental cleaning in non-healthcare settings factsheet.

5. Assisting public health to identify close contacts

Public health may ask for attendance records. The Manager is to provide these records to Public Health upon request. In the event a positive case is identified, public health officers will conduct interviews with the confirmed case to determine their contacts.

Risk Assessment

If there is concern about the risk of staff/volunteers being exposed to the virus at work, a risk assessment will be carried out with reference to the latest information available.

The club will develop prevention and control strategies appropriate to the workplace, in consultation with the staff/volunteers and Management Committee and ensure that all staff/volunteers are aware of and follow these strategies.

Regularly review of the COVID-19 risk management controls, in consultation with staff/volunteers and Management Committee, will help to decide whether any changes or additional control measures are required.

The club will commit to regular discussions about safety and health issues, for example during staff/volunteer meetings.

Key Contacts

- Dedicated Police Number: 131 444
- 13COVID (13 268 43):

Further information

- Coronavirus - public information: www.healthywa.wa.gov.au/Articles/A_E/Coronavirus
- COVID-19 industry information: www.health.wa.gov.au
- Resources on physical distancing:
<https://www.health.gov.au/resources/publications/coronavirus-covid-19-keeping-yourdistance>
<https://www.health.gov.au/resources/videos/coronavirus-video-social-distancing>
- Occupational safety and health information is available on the WorkSafe website www.dmirs.wa.gov.au
- [National Principles for the resumption of Sport and Recreation activities](#)
- [Australian Institute of Sport \(AIS\) - Framework for Rebooting Sport in a COVID-19 Environment](#)

ACTION PLAN

This chart is to be used to assist with how to deal with covid-related issues:

Personal Hygiene	Hand Sanitiser Use	All athletes and staff to either wash their hands prior to entry or use hand sanitizer All staff and athletes to wash their hands at regular intervals
	Physical Distancing	All members and visitors are encouraged to maintain 1.5 metres separation between people, where practicable
	Masks	All visitors mandated to wear masks must do so unless there is an exemption
	Drink Fountain	Drink fountain to be used only for filling water bottles – strictly no drinking from the tap
	Personal Items	No sharing of towels, water bottles or other personal items to be permitted
Illness	Staff feel unwell during class	Contact your Supervisor immediately and determine if you should go home
	Staff feel unwell prior to class	Normal process to be followed – staff to let their supervisor know of their illness immediately
	Another staff member is unwell but still working	Contact your Supervisor immediately
	A child enters clearly showing signs of being unwell	Coach to speak to their Supervisor and determine if that child needs to be sent home. A phone call to parent/guardian may be required to determine the illness. Use intercom to contact admin team and a staff member will come over to assist. OR, a staff member is welcome to use their own phone to call parent.
	A visitor is unwell in the waiting area and is coughing/sneezing	Notify your supervisor to discuss further. The visitor may be asked to leave the premises
	Sneezing	All staff and athletes who sneeze must go wash their hands with soap immediately
Venues	Cleaning Protocols	Cleaners to be employed twice per week to clean venues Staff to ensure that cleaning of equipment is done before, during and after classes
	Management of Shared Spaces	Senior Gym to have designated entry and exits
		Tables and chairs to be spaced to encourage distancing
Policies & Procedures	Fees Policy	If an athlete, or their parent/guardian contracted covid then the fees can be frozen immediately
		If a family is required to quarantine/self isolate, then accounts can be frozen
	Vaccination Certificates	Not required to be shown to enter the facilities

	SafeWA App Check Ins	All visitors are required to sign in using the SafeWA app, or fill out a manual sign-in sheet
	Covid Safety Plan Certificate	Displayed in a prominent location visible to patrons
Coaching	Squad hugs and huddles not permitted	Hugs are a no-no, unless a child is in need of being consoled. Thumbs up are the new hugs. No hi-5s or fist pumps
	Spotting	Coaches to limit their spotting, partner work to be limited and kept to a minimum
	Stamps no longer to be used	Sticker usage only
	Masks	Coaches and Athletes mandated to wear masks must do so unless doing vigorous exercise or working on skills that a mask could pose as a safety issue
	Personal Items	No sharing of magnesium chalk or other items such as grips, straps etc
Cleaning	Cleaning Protocols	Cleaning regime to be implemented – add protocols here to be done later!! Look up phase 4/5 cleaning sheets on computer.
Employees	Elderly staff at risk	Elderly staff encouraged to work from home to avoid crowds
	Vaccinations	Encourage staff to get vaccinated (although not mandated to be an employee)
	Communication	If an employee is diagnosed with covid, the club will: <ul style="list-style-type: none"> • Notify all staff immediately • Undergo a comprehensive deep clean of the facility • Require all staff to get tested and monitor symptoms Staff to notify friends/family that a case has been reported
	Employment	If the club has to close if there is a positive case identified from a visitor or employee, or member, casual staff will be made to stand down for the time being, and FT/PT staff can either take leave without pay, annual leave or Personal Leave. Some admin hours may be available for selected staff.
	Coach	If a coach contracts covid, the following protocol will happen: <ul style="list-style-type: none"> • Notify your manager • Provide med cert • Follow all medical advice • Apply for sick leave (PT and FT) • Keep in contact with colleagues When well, a return to work cert will be required to be handed in to management

Appendix I

Exemptions from mask requirements (taken from the WA Government website)

A person is not required to wear a face covering where:

- the person is a child 12 years of age or under, except at any time the child is attending school in Year 7 and above; or
- the person is at the time attending school as a student in Year 6 or below; or
- the person has a physical, developmental or mental illness, injury, condition or disability which makes wearing a face covering unsuitable; or
- the person is communicating with a person who is deaf or hard of hearing and visibility of the mouth is essential for communication; or
- the nature of a person's activity means that wearing a face covering at that time is impractical to perform that activity or creates a risk to theirs, or someone else's health and safety; or
- the person needs to temporarily remove their face covering so as to enable another person to appropriately perform their activities or tasks; or
- the nature of a person's work or the activity they are engaging in means that clear enunciation or visibility of the mouth is essential; or
- the person is at that time consuming food, drink or medicine; or
- the person is asked to remove the face covering to ascertain identity; or
- not wearing a face covering is required for emergency purposes (other than emergency preparation or emergency preparation activities, unless another exception specified in this paragraph applies); or
- the person is working in the absence of others in an enclosed indoor space (unless and until another person enters that indoor space) ; or
- the person is engaged in some form of strenuous or vigorous exercise or physical activity; or
- not wearing a face covering is otherwise required or authorised by law; or
- wearing a face covering is not safe in all the circumstances,

provided that:

- where a person is relying on an exception, the person may be asked to produce a medical certificate that certifies that the person has such an illness, injury, condition or disability that makes wearing a face covering unsuitable; and
- where a person is relying on an exception that the person resumes wearing the face covering as soon as reasonably practicable after the person no longer falls within relevant exception.