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## FCGC Gymnastics Covid Safe Plan – 2021

01/07/2021

### Introduction & Purpose

FCGC Gymnastics is a club founded on the following values -

At FCGC WE -

- Are passionate about people
- Have growth as our goal
- Are fanatical about fun
- Work together as a team
- Are grounded in gratitude

Our planning and decision making as a club are based on these values, along with our vision, mission and corner stones of Safety, Integrity, Inclusion and the FCGC Ethos of developing skills for Life through gymnastics by providing programs that promote fun, fitness, friendship and movement fundamentals in a safe, inclusive and positive environment.

Throughout this time of COVID-19, we have constantly referred to this framework and focused on the goal of putting the club in a position to recover from this disruption and get back to doing what we do best. This plan has been developed to ensure that our values, along with our vision, mission and corner stones are incorporated into our return to gymnastics in what is a changed environment. Through this plan we aim to ensure that all members of the FCGC Gymnastics community are aware of their personal responsibility to comply with new requirements to ensure the safety of everyone within our club and our wider community.

### Overview

This plan has been developed referencing both National directives and the VICTORIAN Government directives along with the following reference documents:

- Sport and Recreation Victoria Return to play for community sport
- National Principles for the resumption of sport and recreation activity
- AIS Framework for Rebooting Sport in a COVID-19 Environment
- Sport Australia COVID-19 Return to Sport Toolkit
- Gymnastics Australia Rebooting Gymnastics Factsheets
- Gymnastic Victoria's - Return to Gymnastics
- General factsheets and information from the Australian Government Department of Health

This plan will remain flexible and will be adapted as and when restrictions are changed in a COVID environment over the short and long term.



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### **Application / Conditions of Membership**

This plan, and all conditions within it, applies to ALL people accessing our facilities as a student, parent / guardian, volunteer, spectator / visitor, contractor or employee. **All conditions listed within this plan form part of our Enrolment Terms and Conditions effective immediately. Entry to our facilities assumes acceptance of these conditions.** It is the responsibility of all parents, guardians and responsible adults involved with our club to have reviewed all aspects of this plan to ensure the safety of everyone.

### **FCGC Gymnastics COVID-19 Safety Coordinator -**

In accordance with the Sport Australia COVID-19 Return to Sport Toolkit, FCGC Gymnastics has appointed a COVID-19 Safety Coordinator. The coordinator is responsible for completing relevant checklists, overseeing the development, implementation and monitoring of our return to sport plan and being the point of contact for members, their families, our state and national sporting organisation and Government / public health authorities.

You can contact our COVID-19 Safety Coordinator at any time as follows:

- COVID-19 Safety Coordinator: Tammy Robinson
- Direct email: [manager@fcgc.com.au](mailto:manager@fcgc.com.au)

### **Covid Marshall**

Onsite Coordinators will be the onsite Covid Marshall for each shift. They are responsible for monitoring compliance with the Covid Safe Plan. They play a vital role in supporting workers to follow the six principles of Covid workplaces - Ensure physical distancing, Practice good hygiene, Keep records & act quickly, and look for ways to continually improve the execution of our COVIDSafe Plan

### **Re-commencement of Classes**

FCGC Gymnastics will at all times follow VICTORIAN Government directives regarding restrictions relating to the recommencement and on-going operation of indoor sports/recreation. It should be noted that our timetable has been adjusted to accommodate social distancing and maximum capacity requirements as directed by Government and to enable appropriate cleaning and sanitising to occur. FCGC Gymnastics will constantly monitor all Government directives and any changes will be communicated to members as soon as possible.

### **Members at a Higher Risk**

We understand there are members of our club who are at higher risk of complications of an illness such as COVID-19 due to other health conditions. While appropriate action will be taken to minimise the risk to such members, you should speak to your medical support personnel and follow their recommendations.



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### **What is your role?**

**Gymnasts** – understand and follow our requirements for participating in classes. Use the QR code every time you attend one of our facilities.

**Parents / Guardians / Responsible Adults** – at all times understand and follow the guidelines and conditions listed within this plan and as communicated to members as requirements change, before, during and after accessing our facilities. Ensure any children under your care who are accessing our facilities understand the requirements for them to safely access gymnastics classes at FCGC. Use the QR code every time you attend one of our facilities.

**Visitors / Spectators / Contractors** – confirm acceptance of the terms and conditions of entry to our facilities and enter only when approval has been granted by Management. Use the QR code every time you attend one of our facilities.

**Staff** - understand and follow the guidelines and conditions listed within this plan at all times, before, during and after attendance at work in addition to our workplace health and safety documentation relating to working in a COVID safe workplace. Use the QR code every time you attend one of our facilities.

### **Management of Risk**

Through completion of the various checklists, templates and considering the immense amount of information, directives and recommendations received by FCGC Gymnastics through this time, we are confident that our new policies and procedures will support a safe return to gymnastics for our members and their families. Our Management team will continue to assess risks and the implementation of our new procedures to ensure they remain appropriate, relevant and practical and that the safety of our members remains our number one priority.

### **Office / Reception Opening Hours**

Our office / reception opening hours will change based on the number of staff and members in our facilities at any one time. Based on this and to adhere to social distancing requirements, we encourage all members to utilise their customer portal as much as possible and where possible communicate via email [info@fcgc.com.au](mailto:info@fcgc.com.au) or call 93154010 so that we can assist remotely.



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## Guidelines & Conditions of Participation

### Your Responsibilities / How we will manage illnesses

Do not come to class / bring your child to class / attend our facilities if:

- You, your child or anyone in your immediate family is not well. This includes any cold or flu like symptoms (runny nose, fever, cough etc). Stay home and rest up.
- Anyone you have had contact with in the past 2 weeks has been tested for or been diagnosed with COVID-19 OR is unwell with cold or flu like symptoms, even if you, your child or others in your immediate family are feeling well.
- If your child or anyone in your household has travelled overseas in the preceding 14 days.
- If you or anyone in your household has been directed to self isolate

FCGC Gymnastics reserves the right to immediately quarantine and remove any person from our facility that displays any symptoms of illness or who discloses that they have had contact with a person who is ill, has been ill in the past two weeks or has been tested for or diagnosed with COVID-19.

### New Procedures for Coming to Class

These new procedures apply to ALL members of FCGC Gymnastics and their responsible adults, siblings and associated visitors.

- Use the QR code every time you attend one of our facilities.
- Everyone must utilise sanitiser on arrival, when directed by a coach, after using the bathroom and when leaving.
- Bring a labelled drink bottle as there will be no drink taps available at the venue
- Adhere to current requirements as they change based on signage at the venue and as communicated via email and on our website



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## What we will do to provide a COVID Safe Environment at FCGC Gymnastics

### **Social / Physical Distancing**

- We will maintain the required venue density requirements as well as the participant class limit
- Covid safe entering and exiting procedures will be implemented to ensure social distancing.
- No general contact is permitted between gymnasts and coaches including hugs, high fives etc.
- Coaches spotting gymnasts executing skills using their hands is a significant part of our program and ensures the safety of gymnasts as they learn skills. Spotting will be minimised as much as possible.

### **Hygiene**

- Alcohol based sanitiser will be provided to all people upon arrival and when exiting and gymnasts will be directed to use sanitiser as necessary

### **Cleaning Protocols**

- FCGC Gymnastics will follow guidelines released by Gymnastics Australia regarding cleaning and hygiene standards to minimise the risk of a COVID-19 outbreak within our facilities.
- These protocols and guidelines are implemented daily with on-going cleaning and disinfecting being undertaken before, during and after classes of frequently touched surfaces in line with manufacturers protocols, particularly for gymnastics equipment.

### **Gymnast Behaviour**

- Any gymnast that does not comply with the directions of their coach, leaves their group or refuses to adhere to social distancing and hygiene protocols will be removed by Management. We will not allow any gymnast to disrupt the learning of others or place others at risk due to inappropriate behaviour and gymnasts who do behave in such a manner risk being banned.

### **Contract Tracing**

- FCGC Gymnastics strongly encourages all staff, members and families involved with our club to download and activate the COVID Safe app.
- FCGC Gymnastics will maintain accurate attendance records for all classes with coaches and supervisors conducting double checks of records to ensure accuracy in the event of contract tracing being required.
- Everyone who enters an FCGC facility will be required to check in with the government QR code.
- FCGC will cooperate with DHHS as necessary to ensure complete and accurate contact tracing can be achieved



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### Missed classes, make-ups, Payments & class cancellations

- If you will not be able to attend your session, simply submit a future absence a minimum of 1 hour before the class scheduled start time on the customer portal in using the customer APP. Information on how to do this can be found on our website [FCGC Customer Portal - FCGC GYMNASTICS](#) . You will receive a make-up token that can be utilised, while you are actively enrolled in classes, to reschedule the missed class.
- If you are required to isolate for covid 19 please follow the steps below
  - Submit a future absence detailing in the notes that you are required to isolate due to covid 19
  - Once you are cleared from isolation email FCGC [info@fcgc.com.au](mailto:info@fcgc.com.au) detailing when you were required to begin isolation, why you were required to isolate and when you were released from isolation.
  - FCGC will then issue a credit for the period that isolation was required
- In the instance of a forced closure of our venues due to covid 19 the following will occur
  - Makeup class tokens will be applied to members accounts who miss a class during the first week of the latest lockdown. Our staff will organize everything, there is nothing that you will need to do
  - If the lockdown is extended past 1 week (fingers crossed that does not happen) you will not be charged for classes in the second or subsequent weeks of the lockdown. If payment has been made a credit will be on members club accounts that can be utilised for future tuition, merchandise, events, holiday programs or birthday parties. No further payments will be processed by FCGC during a lockdown.
  - Provided a member is actively enrolled in an FCGC class make up tokens received due to a forced shut down will be able to be utilised for any class that has a make-up spot available including dedicated make up classes that are added to the timetable to allow members greater access to use their make-up tokens. If you are no longer actively enrolled in an FCGC class make up tokens received due to a forced shut down will ONLY be able to be utilised for the dedicated make up classes that are added to the timetable to allow members greater access to use their make-up tokens.
- **Please note** - There will be no credits, refunds or make ups for non-attendance without notification via email before the class start time.

### Incident Management In the event of a COVID-19 positive result

FCGC Gymnastics will follow all protocols required by Government to perform contact tracing and cleaning / sanitisation immediately. We will communicate with members throughout the process.

***If you become aware of your gymnast being exposed to someone who is being tested for or diagnosed with COVID 19, you must immediately advise FCGC Gymnastics to enable appropriate action to be taken.***

If member has been onsite within 14 days of the positive test the following action will be taken



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- Immediate closure of the venue for deep cleaning. Members on site contacted for immediate pick up. Venue CLOSED NO ONE ONSITE UNTIL DEEP CLEAN COMPLETED.
- Classes cancelled until deep clean has been completed.
- Duty Manager contacts Covid Safe Coordinator Tammy Robinson who will work with DHHS to ensure all appropriate steps are taken.

### **Recovery after COVID-19**

When public health officials determine that the outbreak has ended in the local community, FCGC Gymnastics will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions.