



Kyle Shewfelt
GYMNASTICS

**RETURN
TO PLAY
PLAN
FALL 2020**



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RETURN TO PLAY OVERVIEW

Kyle Shewfelt Gymnastics (KSG) is dedicated to excellence and providing a positive, safe and clean space for our KSG families and team members. We are fully committed to the successful reopening of our facility to ensure our athletes, families, staff, volunteers, and guests can feel safe, comfortable, and confident in their return.

With our Return to Play (RTP) plan, we aim to meet or exceed all expectations outlined in the guidelines provided by the Government of Alberta and Alberta Health Services (AHS). We have greatly missed the opportunity to connect with our community and we are excited to see you again soon!

A DYNAMIC APPROACH

Our RTP plan has been developed based on the current recommendations and information provided by the Alberta Government and AHS. The policies and procedures outlined in this document are dynamic and may be adjusted as we navigate through the various stages of reopening in Alberta. As new information and guidelines emerge, we will continue to update this live, working document.

We ask that you continue to refer to, fully read, and understand all updated copies of this document. All athletes, staff, families, volunteers, and guests of our facility will be responsible for adhering to the outlined policies and procedures in order to mitigate the risks to all of our KSG members and stakeholders.

WE ARE IN THIS TOGETHER

As directed by the Chief Medical Officer, businesses, such as KSG, are responsible for implementing practices to minimize the risk of transmission of infection; ensuring high levels of sanitation and personal hygiene; and developing procedures of rapid response if a participant or staff member develops symptoms of illness.

Collectively, we are also all responsible for ensuring our own personal safety and the safety of those around us. Everyone must ensure that they stay home when sick, wash or sanitize their hands frequently, maintain 6 ft/2m of physical distancing when possible, use proper respiratory etiquette, minimize touching their face, and follow all other specific guidelines as outlined in this document. Following these guidelines are essential to maintain the safety of every member of KSG. As such, we will be strictly enforcing these policies and procedures throughout the duration of our Return to Play. Anyone that is unable to adhere to these guidelines will be asked to leave the facility immediately.

OUR RETURN TO PLAY PLAN

KSG is committed to upholding the highest of standards in our RTP plan. We aim to exceed AHS Guidelines and to provide our families with full confidence in their decision to return to our facility.

Our plan is centred around the following areas:



GENERAL GUIDELINES

- We will have a designated COVID-19 Safety Coordinator on site at all times when programs are scheduled to ensure that the guidelines set out in our RTP plan are maintained.
- As per AHS guidelines, cohorts (athletes, coaches, and staff) will not exceed 50 people.
- If a child can not follow staff direction or adhere to AHS guidelines, they will be removed from the program and a prorated refund will be provided for any missed days (minus a \$30 admin fee).
- At this time, due to cohort limitations, we are not able to accommodate those with special needs who may require one on one attention from an additional aid or staff member.
- **Viewing will be limited.** We will offer reduced viewing and spots must be booked online through Amilia. Face coverings are required for all viewing. More information to come.
- Coaches will adhere to Gymnastics Canada's [SafeSport policies](#), including the 'Rule of Two', at all times.

PHYSICAL DISTANCING

- We have been advised by the Alberta Biz Connect team that during activities where participants are unable to adhere to physical distancing, cohorts of a total of 50 individuals should be formed.
- We understand that we are working with children and physical distancing can be a challenge. We will do our best to provide gentle physical distancing reminders as required.
- Close greetings such as high fives, hugs and handshakes will be avoided.
- 6ft/2m distance markers will be placed throughout the facility to encourage physical distancing where possible.
- Washrooms will be equipped with "wait here" decals 6ft/2m from the door.
- All couches and tables will be removed from the viewing lounge. Easy to clean chairs will be placed 6ft/2m apart for viewing.
- Group activities, circuits and games will be designed to encourage 6ft/2m distancing where possible.
- Face coverings will be provided to staff for close contact spotting, first aid and any other situations where physical distancing cannot occur.
- The facility will be equipped with floor markers and arrows to show directional pathways and indicate appropriate physical distancing outside and inside the facility (i.e. in the gym, outdoor waiting areas, lobby, walkways, washrooms, offices).

CLEANING, DISINFECTING & SANITIZING

- All high-touch surfaces, including washrooms, door handles and shared equipment will have enhanced cleaning at an increased frequency.
- We have allotted 30 minutes of paid time in between classes and at the end of the day for our team to clean and sanitize all high-touch areas in the gym, washrooms, viewing lounge and lobby.
- All staff will undergo 'cleaning training' prior to the commencement of all programs. All cleaning protocols will adhere to the [cleaning and disinfecting guidelines](#) set out by AHS.
- All cleaning will be assigned, scheduled and documented.
- A professional deep clean will occur in the front area and washrooms once per week.
- Apparatus zones will be established in the gym and each zone will be equipped with a 'sanitation station'. Stations will include hand sanitizer, gloves, masks, paper towels, disinfectant spray and a lined garbage bin.
- Staff will quickly wipe down apparatus zones as necessary during the rotation (ie - if someone sneezes).
- We have purchased a fogger machine to quickly disinfect the gym space as needed with a Health Canada approved disinfecting product.
- The water fountain and vending machine are closed until further notice. **Please bring a water bottle.**

WELLNESS SCREENING & CONTACT TRACING

- Anyone entering our facility must answer 'NO' to all questions on the daily Health & Wellness Screening Checklist (*Appendix A*). This will be posted on our front doors for reference. For minor athletes, this must be completed with the assistance of a parent/guardian.
- As recommended by AHS, athletes, families, staff, volunteers, and visitors will not be permitted entry into the facility while experiencing any of the symptoms listed on the daily Screening Checklist, even if they are mild.
- Anyone feeling unwell should remain at home and complete the online AHS Self Assessment Tool to see if they may need to be tested for COVID-19.
- If an athlete, staff member or visitor begins to exhibit symptoms of COVID-19 during their training/class time, we will follow the 'Rapid Response to a Symptomatic Individual' Emergency Action Plan (*see Emergency Action Plans*).
- With consent, we will collect the names and contact information of anyone who enters our facility on a daily basis to assist with contact tracing efforts. Records will be kept for 14 days and then properly destroyed.

HAND HYGIENE & RESPIRATORY ETIQUETTE

- All staff, participants and guests will be required to wash or sanitize their hands upon entry of our facility and at frequent intervals throughout the day, including entering/exiting the gymnastics space, after using the washroom and before using each of the apparatus zones.
- Hand sanitizer stations will be located throughout the facility, including the gym entrance.
- We encourage all students to bring a hand sanitizer of their own.
- Participants will be reminded to cough and sneeze into their elbow and to refrain from touching their eyes, nose, mouth and face.
- Posters will be placed around the facility to remind participants of proper respiratory etiquette and hand hygiene.
- Washrooms will be equipped with 20 second visual hand washing reminders.
- The doors at the back of our facility will remain open when possible to allow for natural air flow.
- Air filters will be inspected and changed on the HVAC system by the building management on a frequent basis.
- No chalk will be available. Anyone requiring chalk must bring their own.

SHARED EQUIPMENT

- All shared equipment surfaces that are high-touch will be disinfected frequently throughout the day. This includes shared mats, bars, beams, rings, props and craft supplies.
- The foam pit will be tarped and mats will be placed on top.
- All shared kids toys in the viewing lounge will removed/covered until further notice.

STAFF, VOLUNTEERS & VISITORS

- Staff will be provided a locker for their belongings.
- Staff will be assigned equipment and supplies for individual use and protocols are in place to avoid any unnecessary sharing.
- Staff will undergo a daily symptoms and temperature check.
- Staff will be strongly encouraged to get tested for Covid-19 if showing any symptoms. If showing symptoms, they may not return to work for 10 days or until all symptoms have resolved.
- Proper hand hygiene will be enforced for staff.
- All staff and volunteers will undergo Covid-19 education on how the virus is transmitted.
- All parents/guardians and guests will be required to sign in and wear a face covering.
- Staff will wear a face covering during close contact spotting, and while interacting with any guests and/or parents/guardians.

ARRIVAL & DEPARTURE

- We will offer curbside drop off and pick up at the front entrance of our facility for ages 4+. Students younger than 4 years and those who need assistance will need to be escorted into the facility by a parent/guardian who must wear a face covering, sign our visitor tracking form and stay for the duration of the class.
- Please be prepared for outdoor drop off and pick up during inclement weather.
- Minor participants will be released with an ID or password that matches the information on your Amilia account. Please ensure your account is up to date. All minor students must be signed out by a parent/guardian.
- Please adhere to the 6ft/2m distance markers on the sidewalk during check in. Please remain in your vehicle until an open space in the line becomes available.
- Please come dressed for gymnastics. Our change room is temporarily unavailable.
- One way traffic at entry. Please stand back until the prior guest has fully checked in.
- Please read the Covid-19 daily screening checklist before entering our facility. If you answer 'yes' to any of the questions, the participant will not be permitted entry to the gym.
- Parents/Guardians and/or adult participants are required to take their/their child's temperature daily before coming to our facility. Any participant with a 38C temperature or higher must stay home.
- All participants must **arrive** 5-10 mins before class start time and depart promptly after classes. No lingering.
- Please be mindful that we must sanitize our facility in between classes and we close promptly at the end of the day. Any late pick ups will result in a \$50 late pick up fee being applied to your account.
- All participants are required to have an up-to-date assessment of risk, trampoline specific assessment of risk, PIPA form, photo/video consent form and Covid-19 specific waiver complete before being permitted entry to the gym. Photo/video consent can be withdrawn at anytime by emailing info@ksgymnastics.com

VIEWING

- Limited viewing spots are available and must be booked online.
- Daytime: All students under the age of 4 must be accompanied into the facility by a caregiver. All visitors must sign in, wear a face covering and stay for the duration of the class.
- Evening: We encourage curbside drop off and pick up to limit the number of people in our facility. If you would like to view your child's class, this will be available for the last 30 mins of class and may be booked online. Limited spots are available.
- For parented classes, we encourage no additional spectators as we have limited spots.
- We ask that only one person per student comes to viewing.
- For families, we encourage you to leave younger siblings at home or with a caregiver if possible. If this is not feasible for your family, please keep your additional children in your viewing space and bring your own toys/entertainment.
- All communal kids toys have been temporarily removed.
- We are working on a live streamed viewing solution.

PROGRAM PLANNING

- Following AHS Guidelines for Sport, Recreation and Fitness, we will not exceed 50 people in one cohort. Cohorts are comprised of athletes, coaches, volunteers and additional staff who may be in the gymnastics space during a specific time frame.
- Some class durations have been reduced to allow for proper cleaning and sanitation in between cohorts. This is a temporary measure put in place to meet AHS cleaning protocols.
- Each cohort will have a designated start and end time, with the exception of parented classes which will end 5 minutes earlier in order to facilitate a quick exit of the facility.
- Please ensure all of your child's belongings are labelled, especially water bottles.
- Although each cohort of 50 is permitted to intermingle, we will have physical distancing markers and equipment spaced appropriately in the gym to allow for 6ft/2m of physical distancing where possible.
- We will have organized equipment rotations and a one way traffic flow throughout the gym to minimize crossover traffic.
- All warm ups, games and group activities will take physical distancing into account where possible.
- We aim to have one additional support staff member present at all times to help with cleaning and keeping participants and programming organized.
- Washrooms will be gender neutral and colour coded. Each coach will encourage their group of students to use a specific colour of washroom for the duration of the session.
- To meet capacity and timing limitations, preschool programs will be offered in the daytime and Saturday mornings only.

FOOD & BEVERAGE

- Our water fountain is closed until further notice. **All participants must bring their own water bottle to refill.** Please ensure all belongings are labelled!
- The fridge and microwave are only available to staff.
- The vending machine is unavailable until further notice.

FACILITY MODIFICATIONS

- Our foam pit is covered with a tarp until further notice. Landing mats that are easy to clean have been placed on top of the pit.
- All couches and tables have been removed from viewing lounge to create a larger space for viewing.
- A plexiglass barrier has been installed at our front office.
- Water fountain and vending machine are temporarily not available for use.
- Bathrooms are colour coded and are gender neutral.
- Proshop remains open, but is available to only one person at a time.
- Our facility will be cashless until further notice.
- Our facility will follow a one-way traffic flow plan marked out by directional arrows and distance markers, including inside the gym.
- We are working to implement a live stream for viewing. More details to come.

ADDITIONAL INFORMATION

USE OF FACE COVERINGS

Based on the [City of Calgary's Face Coverings By-Law](#), KSG has implemented the following measures:

- Our participants are exempt from the bylaw because they are actively engaged in athletic activities and because our programs require enrollment and a membership. However, anyone who enters our facility is welcome to wear a face covering at any time, except while participating in class.
- Staff are welcome to wear a face covering at anytime. We do not require staff to wear a face covering while coaching because they are considered to be a part of the cohort as per the AHS guidelines. We do, however, require staff to wear a face covering while close contact spotting and providing first aid.
- All staff who are interacting with public and guests must wear a face covering, unless protected by a plexi-glass barrier.
- All public and guests who are ages 2+ and are not enrolled in a registered program must wear a face covering while in our facility.

Note: These measures are subject to change as required with no further notice.

Additional information from AHS on the correct use of non-medical face masks can be found by clicking [here](#).

The City of Calgary's Face Covering Bylaw can be found [here](#).

EMERGENCY ACTION PLANS

We have developed the following COVID-19 Emergency Action Plans in an effort to ensure we are able to react quickly and respond to any of the following situations:

EMERGENCY/FIRST AID PROCEDURE

Any staff member that may be required to give first aid will be required to wear a face covering and gloves. These will be available in first aid kits and in apparatus zone "sanitation stations".

RAPID RESPONSE TO A SYMPTOMATIC INDIVIDUAL

If an athlete, staff, volunteer, or guest begins to experience any of the symptoms listed on the Health & Wellness Screening Checklist during their time at our facility, the following will occur:

ATHLETES:

Any athlete experiencing any of the symptoms will be removed from class immediately and will be required to leave the facility as soon as possible. Once removed from class, the athlete will be separated from contact with others in a designated space until a parent/guardian can be contacted and safe travel arrangements home can be made.

Athletes and staff in the same cohort will be required to wash and/or sanitize their hands and all of the equipment and surfaces that the symptomatic athlete may have been in contact with will immediately undergo appropriate cleaning and sanitation procedures.

If an athlete is sent home due to exhibiting symptoms of COVID-19, they must complete the online AHS Self-Assessment and see if they are recommended for testing. Athletes may not return to the facility for 10 days or until symptoms have resolved. Please do not come to our facility if you are sick!

EMERGENCY ACTION PLANS CONT...

STAFF:

Any staff member or volunteer experiencing any of the symptoms listed on the Health & Wellness Screening Checklist will be removed from class immediately and will be required to leave the facility as soon as possible. Once removed from class, the staff member will be separated from contact with others in a designated space until safe travel arrangements home can be made (i.e. no public transit).

If a staff member or volunteer is sent home due to exhibiting symptoms of COVID-19, they must complete the online AHS Self-Assessment Tool to see if they may need to be tested for COVID-19. We highly recommend testing for staff. Staff may not return to work for 10 days or until symptoms have resolved.

OTHER:

In an effort to protect the health, safety, and well-being of our participants and staff, anyone who enters our facility and noticeably exhibits any of the symptoms listed on the COVID-19 Screening Checklist will be required to leave the facility immediately.

SYMPTOMS CAUSED BY ALLERGIES & CHRONIC CONDITIONS:

We request that anyone with allergies or a chronic condition that may cause them to exhibit any of the primary symptoms of COVID-19 as listed on the Health & Wellness Screening Checklist informs the appropriate staff members of this condition prior to commencement of classes.

We recommend that those with underlying conditions, compromised immune systems, or those who may be more susceptible to the negative impacts of a COVID-19 infection due to a medical condition refrain from participating in gymnastics activities at present.

EMERGENCY ACTION PLANS CONT...

NOTIFICATION BY AHS OF A CONFIRMED CASE OF COVID-19

Upon notification by AHS of any confirmed or probable case of COVID-19, or any other infectious disease in the facility, we will follow all of the AHS recommendations and guidelines.

In the event that we need to immediately cancel a program offered at our facility that is currently in progress due to the notification by AHS, we will immediately take the following steps:

- Immediately notify the parent/guardian of all participants via email, as well as a phone call made to the parent/guardian listed on the athletes Amilia account to pick up their child immediately.
- Immediately stop all gymnastics activities and communicate with athletes; Have all athletes/coaches wash/sanitize hands; Athletes return to their designated spots with physical distancing in place on the floor, and prepare athletes to be picked up by gathering their personal belongings.
- Follow up information will be communicated to all participants as further details become available.
- A non-refundable credit will be given for any missed classes due to facility closures.

Specific to a confirmed or probable case of COVID-19 in the facility, KSG will follow the recommendations of AHS and communicate our plans to all participants.

ADDITIONAL RESOURCES

We recommend keeping yourself informed and up-to-date on important information pertaining to COVID-19. Below are some helpful resources:

- Read detailed guidelines on reopening, including those for Sport, Recreation and Fitness; and Day Camps, from Alberta Health Services: [AB Biz Connect](#)
- Up-to-date COVID-19 information: [Alberta](#) and [Canada](#)

POLICIES UPDATE

In this dynamic and ever-changing landscape, we have made some adjustments to our policies. Our latest policies are as follows (*updates in red*):

FALL 2020 CANCELLATION, CREDIT/REFUND AND ILLNESS POLICIES

Once you are registered, we hope that nothing interferes with your child coming to Kyle Shewfelt Gymnastics. However, please be aware of the following policies:

- Kyle Shewfelt Gymnastics reserves the right to cancel any programs with insufficient registration one week prior to program start date. If KSG cancels your class due to enrollment or scheduling issues, we will transfer you to the next available class of your choice. If we can not find a comparable and convenient alternative option, you will receive a full refund with no additional administrative fees. Please note that Gold Medal Memberships are only refundable in this circumstance.
- Cancellation of a registration prior to classes commencing will receive a full refund (less a \$30 administration fee per cancellation) or a full non-refundable credit can be applied to your account for future use (with no additional administrative fees). Please note that Gold Medal Memberships are non-refundable.
- If you/your child are not completely satisfied after your first class of the session, KSG will refund your full session tuition. We strive to create an exceptional experience and we hope that we can exceed your expectations. Please note that Gold Medal Memberships are non-refundable.
- After your first class, Kyle Shewfelt Gymnastics maintains a NO REFUND policy on all of our fees in order to ensure proper safety and staffing for our classes.
- After the first class of the session, refunds are issued for medical reasons only and a medical certificate or doctor's note must be provided. Medical cancellations will receive a pro-rated refund (less a \$30 administration fee per cancellation) or a pro-rated non-refundable credit can be applied to your account for future use (with no additional administrative fees). Please note that Gold Medal Memberships are non-refundable.
- Class change/transfers are based on availability and must be approved by KSG Management. Please contact us for more information.

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POLICIES UPDATE CONT...

- If a child can not adhere to staff instruction and AHS health and safety requirements, they will be removed from the program and a pro-rated refund (less a \$30 administration fee) will be provided for the remainder of the session. Gold Medal Memberships are non-refundable.
- **Please stay home if you are sick.** If a participant is showing any symptoms listed on the Health and Wellness Screening Checklist, they will not be permitted entry to our facility. **As a temporary measure for our Fall 2020 session**, we are prepared to provide a non-refundable credit to your account for one (1) missed class due to illness during the session. To receive a credit, we must receive written or verbal notice of an absence prior to the class start time. Because of coach:athlete ratios and for safety reasons, we do not offer make up classes. A spot in a class is reserved for the registered participant for the entirety of the session. We feel this temporary illness policy finds a fair balance between giving our customers confidence in their commitment to our facility, while also maintaining the integrity of our business operations.
- In the event that Kyle Shewfelt Gymnastics must cancel a program offered at our facility due to unforeseen circumstances that are beyond our control (including coach illness, extreme weather, power outage, gas leak, global pandemic, etc), we will provide a non-refundable credit on your Amilia account for any missed classes. *Only Credits are available*

Once a credit is issued to an account, the credit amount is non-refundable. Account credits can be used towards future online purchases made at KSG and have no expiration date.

Please note that these policies are subject to change without further notice.



HEALTH & WELLNESS SCREENING CHECKLIST

PARTICIPANT'S NAME: _____

DATE: _____

1.	Does the attendee have any new onset (or worsening) of any of the following symptoms:	CIRCLE ONE	
	• Fever	YES	NO
	• Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Chills	YES	NO
	• Painful swallowing	YES	NO
	• Runny Nose / Nasal Congestion	YES	NO
	• Feeling unwell / Fatigued	YES	NO
	• Nausea / Vomiting / Diarrhea	YES	NO
	• Unexplained loss of appetite	YES	NO
	• Loss of sense of taste or smell	YES	NO
	• Muscle/ Joint aches	YES	NO
	• Headache	YES	NO
	• Conjunctivitis (commonly known as pink eye)	YES	NO
2.	Has the attendee travelled outside of Canada in the last 14 days?	YES	NO
3.	Has the attendee had close contact* with a confirmed case of COVID-19 in the last 14 days?	YES	NO
4.	Has the attendee had close contact with a symptomatic** close contact of a confirmed case of COVID-19 in the last 14 days?	YES	NO

* Face-to-face contact within 2 metres. A health care worker in a occupational setting wearing the recommended personal protective equipment is not considered to be a close contact.

** 'Ill/symptomatic' means someone with COVID-19 symptoms on the list above.

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN SIGNATURE: _____