



Kyle Shewfelt
GYMNASTICS

**RETURN
TO PLAY
PLAN**

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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 ensuring our athletes, families, staff, volunteers, and guests can feel safe, comfortable, and confident in their commitment to us.

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).

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 required physical distancing, 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, groupings will not exceed 10 persons. We are permitted to have multiple groupings of 10 people in our facility at one time, as long as 3m distancing requirements are met.
- 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, we are not able to accommodate those with special needs who may require one on one attention from an additional aid or staff member.
- **As per AHS guidelines, viewing is not permitted at this time.**
- Coaches will adhere to Gymnastics Canada's [SafeSport policies](#), including the 'Rule of Two', at all times.

PHYSICAL DISTANCING

- All students must maintain 3m of physical distancing at all times.
- We understand that we are working with children and physical distancing can be a challenge. Therefore, we will require all preschool program participants (Parent & Me and GymKids) to have a caregiver accompany them into the gymnastics space for the duration of the class to help them maintain required distancing. One caregiver is required per student, with the exception of siblings in the exact same GymKids class only.
- Close greetings such as high fives, hugs and handshakes will be avoided.
- Visual distancing markers will be placed throughout the facility.
- Washrooms will be equipped with "wait here" decals.
- All couches and tables will be removed from the viewing lounge.
- Group activities, stations and games will be designed to accommodate 3m distancing requirements.
- Face coverings are required at all times for all staff, coaches and caregiver assistants.
- 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 additional 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 and lobby.
- All staff will undergo 'cleaning training' prior to the commencement of all programs. All cleaning protocols will adhere to requirements set out by AHS.
- All cleaning will be assigned, scheduled and documented.
- A 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) and in between rotations.
- 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

- As per AHS guidelines, all participants must complete the daily Health & Wellness Screening Checklist (*Appendix A*). This will be sent out in an electronic format, and paper copies will also be available. For minor athletes, this must be completed with the assistance of a parent/guardian.
- As per AHS guidelines, athletes, caregiver assistants and staff 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, caregiver or staff member begins to exhibit symptoms of COVID-19 during their 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 and at the end of each rotation. 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 GUIDELINES

- Staff and visitors are required to wear a face covering at all times.
- 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 will undergo Covid-19 education on how the virus is transmitted.
- Staff may provide hands-on assistance to students to ensure safety and proper technique.

ARRIVAL & DEPARTURE

- We will offer curbside drop off and pick up at the front entrance of our facility.
- 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. Students aged 9+ may self-check in/check out with written parent/guardian consent.
- Please adhere to the 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.
- As per AHS requirements, all participants must complete the daily Health and Screening wellness checklist before each class. Participants will not be permitted entry to the facility without completing this document (electronic or paper copy).
- Parents/Guardians 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. Please, no lingering in the lobby area.
- 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

- **As per AHS guidelines, no viewing is permitted at this time.**
- Only one caregiver is permitted entry into the facility for all Parent & Me and GymKids programs and must remain with the participant for the duration of the class to assist with maintaining required distancing. *(Please see Preschool Participant Guide on our website for more information)*

PROGRAM PLANNING

- As per AHS guidelines, groupings must not exceed 10 persons. This includes all participants, staff and assisting caregivers (for preschool classes). Multiple groupings of 10 are permitted in the facility, as long as 3m distancing is maintained.
- Equipment rotations will follow a one way traffic pattern throughout the gym to eliminate crossover traffic.
- All activities will maintain 3m physical distancing.
- We aim to have one additional support staff member present at all times to help with cleaning and keeping participants and programming organized.
- Washrooms are gender neutral. Participants must wear a face covering when exiting the gymnastics space to use the washroom.
- Please ensure all of your child's belongings are labelled, especially water bottles.

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 closed.
- Bathrooms 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.

ADDITIONAL

USE OF FACE COVERINGS

- All staff must wear a face covering for the duration of their shift.
- Participants must wear a face covering upon entry and exit of the facility and while using the washroom. They do not need to wear a face covering while actively participating in class.
- Caregivers assisting in Parent & Me and GymKids programs must wear a face covering for the duration of their time in the facility.

EMERGENCY

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 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: [Enhanced Public Health Measures](#)
- 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:

MONTHLY PROGRAMMING POLICIES:

Once you are registered, we hope that nothing interferes with your child coming to Kyle Shewfelt Gymnastics. However, if you must cancel a registration for a monthly program, please be aware of our cancellation policy:

- Kyle Shewfelt Gymnastics (KSG) reserves the right to cancel any programs with insufficient registration 48 hours prior to program start date. If KSG cancels your class due to enrollment or scheduling issues, you will receive a full refund with no additional administrative fees.
- Cancellation of a registration prior to classes commencing will receive a full refund (less a \$30 administration fee) or a full non-refundable credit can be applied to your account for future use (with no additional administrative fee).
- If you/your child are not completely satisfied after your first class, KSG will refund your full monthly tuition. We strive to create an exceptional experience and we hope we can exceed your expectations.
- After your first class, KSG maintains a NO REFUND policy on all of our fees in order to ensure proper safety and staffing for our classes and events.
- After the first class of the month, 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).
- Class transfers are based on availability and must be approved by KSG Management. Please contact us for more information.
- 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 month.

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POLICIES UPDATE CONT...

- Please stay home if you are sick. If a participant is showing any symptoms listed on the Health and Wellness Screening Checklist or has been put into mandatory quarantine, they will not be permitted entry to our facility. As a temporary measure, we will provide a non-refundable credit to your account for one (1) missed class due to illness or mandatory quarantine during the month. 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 month. 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 KSG 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

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PARTICIPANT'S NAME: _____

DATE: _____

COVID-19 INFORMATION

COVID-19 ALBERTA HEALTH DAILY CHECKLIST (FOR CHILDREN UNDER 18)

Overview

This checklist applies for all children, as well as all students who attend kindergarten to Grade 12, including high school students over 18. Children should be screened every day by completing this checklist before going to school, child care or other activities. Children may need a parent or guardian to assist them to complete this screening tool.

Screening Questions

1. Has the child:

(Choose any/all possible exposures)

Traveled outside Canada in the last 14 days? When entering or returning to Alberta from outside Canada, individuals are legally required to quarantine for 14 days unless enrolled in the Alberta COVID-19 International Border Pilot Project	YES	NO
Had close contact with a case of COVID-19 in the last 14 days? Face-to-face contact within 2 metres for 15 minutes or longer, or direct physical contact such as hugging	YES	NO
If the child answered "YES" to any of the above: <ul style="list-style-type: none"> The child is required to quarantine for 14 days from the last day of exposure. <ul style="list-style-type: none"> If the child is participating in the Alberta COVID-19 International Border Pilot Project, they must comply with the program restrictions at all times. If the child develops any symptoms, use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. 		
If the child answered "NO" to both of the above: <ul style="list-style-type: none"> Proceed to question 2. 		

2. Does the child have any new onset (or worsening) of the following core symptoms:

Fever Temperature of 38 degrees Celsius or higher	YES	NO
Cough Continuous, more than usual, not related to other known causes or conditions such as asthma	YES	NO
Shortness of breath Continuous, out of breath, unable to breathe deeply, not related to other known causes or conditions such as asthma	YES	NO
Loss of sense of smell or taste Not related to other known causes or conditions like allergies or neurological disorders	YES	NO
If the child answered "YES" to any symptom in question 2: <ul style="list-style-type: none"> The child is to isolate for 10 days from onset of symptoms. Use the AHS Online Assessment Tool or call Health Link 811 to arrange for testing and to receive additional information on isolation. 		
If the child answered "NO" to all of the symptoms in question 2: <ul style="list-style-type: none"> Proceed to question 3. 		

HEALTH & WELLNESS SCREENING CHECKLIST

PAGE 2/2

3. Does the child have any new onset (or worsening) of the following other symptoms:

Chills Without fever, not related to being outside in cold weather	YES	NO
Sore throat/painful swallowing Not related to other known causes/conditions, such as seasonal allergies or reflux	YES	NO
Runny nose/congestion Not related to other known causes/conditions, such as seasonal allergies or being outside in cold weather	YES	NO
Feeling unwell/fatigued Lack of energy, poor feeding in infants, not related to other known causes or conditions, such as depression, insomnia, thyroid dysfunction or sudden injury	YES	NO
Nausea, vomiting and/or diarrhea Not related to other known causes or conditions, such as anxiety, medication or irritable bowel syndrome	YES	NO
Unexplained loss of appetite Not related to other known causes or conditions, such as anxiety or medication	YES	NO
Muscle/joint aches Not related to other known causes or conditions, such as arthritis or injury	YES	NO
Headache Not related to other known causes or conditions, such as tension-type headaches or chronic migraines	YES	NO
Conjunctivitis (commonly known as pink eye)	YES	NO
<p>If the child answered "YES" to ONE symptom in question 3:</p> <ul style="list-style-type: none"> Keep your child home and monitor for 24 hours. If their symptom is improving after 24 hours, they can return to school and activities when they feel well enough to go. Testing is not necessary. If the symptom does not improve or worsens after 24 hours (or if additional symptoms emerge), use the AHS Online Assessment Tool or call Health Link 811 to check if testing is recommended. <p>If the child answered "YES" to TWO OR MORE symptoms in question 3:</p> <ul style="list-style-type: none"> Keep your child home. Use the AHS Online Assessment Tool or call Health Link 811 to determine if testing is recommended. Your child can return to school and activities once their symptoms go away as long as it has been at least 24 hours since their symptoms started. <p>If the child answered "NO" to all questions:</p> <ul style="list-style-type: none"> Your child may attend school, child care and/or other activities. 		

Please note: If your child is experiencing any symptoms from the lists above, do not bring them to visit a continuing care or acute care facility for 10 days from when symptoms started/until symptoms resolve (whichever is longer), unless they receive a negative COVID-19 test result and feel better.

PARENT/GUARDIAN'S NAME: _____

SIGNATURE: _____