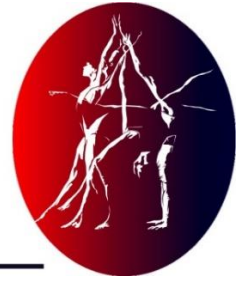


POSBUS/P O BOX 1466 BRACKENFELL 7561
e-pos: cmostert@eversdal.org.za
eversdalgym@gmail.com
WEBSITE: www.eversdalgymnastics.com
TEL: 021 981 8886
SEL/CELL: 082 442 6200

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HEALTH & SAFETY
STANDARD OPERATING PROCEDURE
POLICY

Compliant with SAGF

SAGF



E-SPORTS GYMNASTICS CLUB
HEALTH & SAFETY POLICY AND
STANDARD OPERATING PROCEDURE FOR
THE PREVENTION, CONTAINMENT AND
MANAGEMENT OF COVID-19

STANDARD OPERATING PROCEDURES for coaches,
non-coaching staff and gymnasts on the coronavirus
(2019-ncov) or covid-19 outbreak in South Africa

CG Mostert
Club Director

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ACRONYMS

BCEA	Basic Conditions of Employment Act
CMT	Club Management Team
COVID-19	Coronavirus disease 2019
CTGA	Cape Town Gymnastics Association
DEL	Department of Employment and Labour
DOH	Department of Health
DPSA	Department of Public Service and Administration
DSD	Department of Social Development
EOC	Emergency Operations Centre
MAG	Men's Artistic Gymnastics
NDOH	National Department of Health
NICD	National Institute for Communicable Diseases
OHSA	Occupational Health and Safety Act
PHEIC	Public Health Emergency of International Concern
PUI	Person under Investigation
SAGF	South African Gymnastics Federation
SOP(s)	Standard Operating Procedure(s)
TRA	Trampoline (Double-Mini and/or Euro Trampoline)
TUM	Tumbling
WAG	Women's Artistic Gymnastics
WCGA	Western Cape Gymnastics Association
WHO	World Health Organization

1. PREAMBLE

On 7 January 2020, Chinese scientists confirmed a cluster of pneumonia cases that been identified in the city of Wuhan, in Hubei Province, China in December 2019 which were associated with a novel coronavirus. The virus has been named *SARS-CoV-2* and the disease it causes has been named *coronavirus disease 2019* or *COVID-19*. The World Health Organization's (WHO) International Health Regulations Emergency Committee declared the outbreak a public health emergency of international concern (PHEIC) on 30 January 2020 and South Africa activated its Emergency Operations Centre (EOC) on 31 January 2020.

South Africa's first case of COVID-19 was confirmed on 5 March 2020 by the Minister of Health, Dr Zwelini Mkhize. On 15 March, the first internal transmission of COVID-19 was announced by President Cyril Ramaphosa, who declared a national state of disaster and a partial travel ban. President Ramaphosa announced travel advisories and discouraged the use of public transport. Club closures were mandated, and gatherings of more than 100 people were prohibited. This was followed by the Minister of Cooperative Governance and Traditional Affairs, Dr Nkosazana Dlamini-Zuma, designated under Section 3 of the Disaster Management Act, 2002 (Act No. 57 of 2002) ("the Act"), declaring a national state of disaster, published in Government Gazette No. 43096 on 15 March 2020, in terms of Section 27(2) of the Act, after consulting the relevant Cabinet members.

Following this declaration, the various entities, including the South African Gymnastics Federation, instituted drastic measures to curb the spread of the virus. Clubs closed on Monday, 16 March 2020, in accordance with the pronouncement by the President on 15 March 2020. This decision was informed by the warnings issued by the National Institute of Communicable Diseases (NICD) and WHO, highlighting the increased number of infections in South Africa, particularly among people without a travel history, thus indicating local transmission of the virus. Clubs have been identified high-risk areas, in terms of ease of transmission, due to the close contact of large numbers of people.

This standard operating procedure (SOP) for the prevention, containment and management of COVID-19 must be adhered to by all involving anyone who enters E-Sports Gymnastics Club.

2. PURPOSE OF THE DOCUMENT

The *Standard Operating Procedure for the Prevention, Containment and Management of COVID-19 in E-Sports Gymnastics Club* provides guidelines on the approved steps that will be taken to prevent the spread of and manage cases of COVID-19 within the club.

3. OBJECTIVES

The objectives of the SOP are:

- Guidance to prevent the spread of COVID-19 among gymnasts, coaching and non-coaching staff;
- Provide considerations for the isolation of suspected cases of COVID-19;
- The protocol to be followed should a case of COVID-19 be suspected or identified;
- Detail the procedures for the closure of club due to COVID-19;
- To provide information on the interaction between coaching staff, non-coaching staff, gymnasts, parents, visitors and the community;
- To provide information on gymnast movement, timetables; and
- To provide information on security, screening, access control and sanitation.

4. TARGET AUDIENCE

This SOP applies to:

- Club Management Team;
- Coaching staff;
- Non-coaching staff;
- Gymnasts;
- Parents;
- Visitors; and
- Any person that enters the club grounds.

5. PROCEDURES FOR THE PREVENTION OF THE SPREAD OF COVID-19

The club plays an important role in the efforts to control the spread of COVID-19. E-Sports Gymnastics must therefore take steps to circulate information about the disease and its potential transmission within the club. The club must prepare to take the steps necessary to prevent the spread of COVID-19 among their gymnasts and staff.

The club's recommended everyday practices (*the Golden Rules*): encouraging conscientious hand hygiene (frequent and thorough hand washing and avoidance of touching of the face and eyes), cough etiquette, staying at home when sick, and monitoring attendance/absenteeism and communicating routinely.

5.1. The role of E-Sports Gymnastics Club in responding to COVID-19

COVID-19 is a respiratory disease caused by a novel (new) virus, and we are learning more about it every day. There is no vaccine available to protect against COVID-19 at present. Thus, the best way to prevent infection is to avoid exposure to the virus that causes COVID-19. Preventing transmission (spread) of the virus through everyday practices is the best way to keep people healthy. E-Sports Gymnastics Club, working together with fellow clubs, CTGA, WCGA and SAGF, play an important role in slowing the spread of diseases, to ensure that gymnasts have safe and healthy training environments and that staff have safe and healthy working environments.

It is critical that E-Sports Gymnastics plan and prepare to mitigate community transmission. As the global outbreak evolves, we must prepare for the possibility of sporadic community-level outbreaks, as well as the possibility of stay-at-home or lockdown orders for gymnasts, staff, or the entire club, if recommended by health officials and our associations.

5.1.1. Steps to prevent the spread of COVID-19 in E-Sports Gymnastics Club

- E-Sports Gymnastics Club supports the national efforts to fight the spread of COVID-19 by providing knowledge regarding prevention, treatment, care, and support of those who are infected among gymnasts, coaches, club support staff, parents, and club communities.
- The club with guidance from SAGF, WCGA and CTGA, will advise employees who show symptoms associated with COVID-19 not to come to work and to take paid sick leave in terms of section 22 of the Basic Conditions of Employment Act (BCEA).
- Similarly, the club will advise parents to keep their children at home if they are unwell. This can only be achieved through diligent adherence to the SOP and meticulous monitoring that the directives are being adhered to.

Club Management will take measures to:

- Ensure that gymnasts and employees are screened when the club reopens using the NDOH COVID-19 procedure and questionnaire. Gymnasts and employees must report any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness;
- Ensure that gymnasts and employees are informed, trained, and instructed as to the correct use of cloth masks; and

- Ensure that a risk assessment is conducted to identify categories of employees requiring Personal Protective Equipment (PPE). Those employees must be provided with the accredited PPE in accordance with Department of Health guidelines.

All gymnasts, coaching staff, non-coaching staff, parents and visitors must:

- Heed the directives issued by the President and the guidance provided by the Ministry of Health with regards to COVID-19;
- Avoid gatherings as the disease is spread through direct contact with the respiratory droplets of an infected person, which are generated through coughing, sneezing, or talking. Regulation 11B (8) (c) of the Disaster Management Act, 2002, restricts attendees to a funeral or cremation to 50 people.
- All other gatherings are prohibited. As lockdown measures are revised, the Regulations regarding gatherings may be adapted;
- Maintain a social distance of at least 1.5 to 2 meters with others, where possible. It is recommended that a phased approach to the arrival and departure of gymnasts and employees must be followed to further limit social interaction. Staggering break times will prevent a concentration of gymnasts in common areas;
- Every person must always wear a cloth mask;
- Avoid direct contact with others e.g. shaking hands or hugging;
- Frequently wash hands with water and soap. If water is not available, use a 70% alcohol-based hand sanitizer. Resources must be available to all gymnasts and staff to practice uninterrupted hygiene;
- Avoid touching the face (i.e. eyes, nose, mouth) with unwashed hands;
- Consult a healthcare facility if there is a suspected COVID-19 infection;
- Inform the authorities immediately if a gymnast, coach, support staff or parent/caregiver has been in direct contact with an infected person, or if they are diagnosed with COVID-19; and
- Eradicate all forms of stigma and discrimination because of COVID-19.

5.2. Roles and responsibilities of the Club Management Team (CMT) and staff

5.2.1. The Covid-19 Health and Safety Committee

- CHRIS MOSTERT- CLUB DIRECTOR
- ROUSSEAU MOSTERT - HEALTH & SAFETY MANAGER
- ELIZNA SWART – DEPUTY HEALTH & SAFETY MANAGER
- NICOLETTE BERETTA – HEALTH & SAFETY OFFICER
- BEN HEPBURN - HEALTH & SAFETY OFFICER
- COACH 4 - HEALTH & SAFETY OFFICER
- COACH 5 - HEALTH & SAFETY OFFICER
- COACH 6 - HEALTH & SAFETY OFFICER
- COACH 7 - HEALTH & SAFETY OFFICER
- COACH 8 - HEALTH & SAFETY OFFICER
- JULIAN SEBASTIAAN – SOCIAL DISTANCING OFFICER DURING TRAINING
- ❖ This list will be updated as our coaches undergo the necessary training.

5.2.2. CMT and staff members must:

- Stay informed about COVID-19 through reputable sources and share this information with all gymnasts, parents and colleagues;
- Establish a COVID-19 committee in the club (see section 5.2.1);
- Place signs or posters encouraging good hand and respiratory hygiene practices;
- Prepare and maintain hand washing stations with soap and water within 5 meters of toilets and bathrooms;
- Place 70% alcohol-based hand sanitizers at the entrance and exit, at the reception/front office and near lunchrooms;
- Implement a training program for gymnasts and staff on COVID-19 using guidance and training received from SAGF;

- NOTE: The program will explain what COVID-19 is, the symptoms, how it is spread, how to prevent spreading it and emphasize the importance of when, why and how to wash hands correctly and to discourage all forms of stigma and discrimination.
- Cleaning staff will clean and disinfect club and its apparatus thoroughly and regularly.
- NOTE: Apparatus will be cleaned and sanitised between each class and water and sanitation facilities will be cleaned at least twice a day.
- Surfaces that are touched frequently by many people (railings, sports equipment, door and window handles, etc.) must be cleaned more frequently on an hourly basis.
- Ensure that trash is removed daily and disposed of safely; and
- Ensure that the club has available enough hand sanitizers, soap and disposable drying material for training area, toilets and reception.

5.2.3 Access control

Due to the current Covid-19 pandemic, it is of the utmost importance that we attempt to limit person-to-person spread of the virus. Access control is intended to ensure the safety of our gymnasts, staff, parents and visitors in our facility at all times.

The health and safety of all employees and gymnasts at E-Sports Gymnastics Club is a shared responsibility amongst all of us. To meet this obligation, the club will be implementing temperature screening at the entrance of the club and have the required symptom questionnaire be completed via the app before entry to the training venue.

- Access control applies to every single person that visits, works at or trains at the club.
- Access control at the club is to be implemented during all club hours, and every day that the club is accessible for any gymnast, staff member or visitor, until further notice.
- The decision to permit someone into the club is a risk based clinical decision.
- Only the main entrance – front door (for staff, gymnasts, parents and/or visitors) and the motor vehicle entrance (parking for parents and staff) will be open for access.
- Accessibility at the main entrance is managed by the Health & Safety Manager/Officer(s).
- To gain access to the club, everyone will be required to enter via the main entrance.
- Parent viewing is discouraged, to maintain limit to members inside training venue. Parents will be allowed to accompany gymnasts into the club, and will be allowed to accompany the gymnast to ensure they enter the club safely. Parents to be asked to safely wait in their cars during training session and will be allowed to wait outside entrance to safely accompany gymnast back to your car.
- Signage: way-finding signage will be in place, posters in the access control points will reflect the process that needs to be followed in this area.
- Physical distancing (indicated by markings on the floor), hand hygiene and cough etiquette principles need to be applied in the access control point at all times. Ensure that alcohol hand rub is available and cough etiquette posters displayed.
- All staff, gymnasts, parents and visitors will complete a daily questionnaire form via the app the club will use.
- Staff, gymnasts, parents and any visitors will not be granted access to the club premises if they are not wearing a face mask / face shield.

5.2.3.1 The SMT must ensure that:

- Entry by visitors, parents, and vendors is prohibited unless it is essential;
- Strict access control measures are established and adhered to, including the signing of a register by all visitors. Visitors, parents, and vendors should not be allowed on club premises unless essential.
- All visitors must wear a face mask / face shields and sanitize their hands at the entry point;
- All visitors must report to the reception area;
- All visitors, except government officials, to make appointments and state the nature of their visits;
- There is regular communication with parents via WhatsApp, social media platforms, newsletters, telephone, bulk SMS messages, emails, etc. to minimize meetings/gatherings with parents; and
- There are very limited class-based parents' meetings.

5.2.3.2 Receiving goods and maintenance

- Drivers must remain in their vehicle as far as possible.
- Drivers and assistants must wear a cloth mask.
- Physical distance must be maintained when receiving goods.
- Drivers and assistants must use hand sanitizer before handing any delivery documents or packages to employees.
- Ensure regular hand washing/use of sanitizer.
- When contractors arrive at the club for repairs, please note the following;
 - All workers must be screened before being allowed onto the premises.
 - Social distancing to be observed.
 - If possible, request contractor to work after club hours on condition that someone at the club will observe and monitor the work.
 - Ask gymnasts to stay clear from any area where maintenance work is/was executed.

5.2.3.3 Access control point

- Access point will be manned by trained staff members.
- The access control point is the main entrance to the gymnastics hall.
- The main entrance will be used for all entry to the club.
- The access control point will consist of 1 station for screening.
- Pedestrian access point will implement a self-directed queuing system as gymnast and/or coaching and non-coaching staff arrive with appropriate physical distancing, marked on the ground. Signage will direct persons into queues.
- All gymnasts must complete the online questionnaire before entry via the app.
- Gymnasts' hands will be sanitised.

5.2.3.4 Resourcing the access control point

- Station at the access control point must have a table and chairs for staff working at the access control point.
- Poster with questions based on questionnaire.
- Questionnaires – at the main entrance for visitors etc.
- Hand held infra-red thermometer.
- Appropriate PPE – alcohol hand rub for everyone accessing the premises, surface cleaner to regularly clean table, pen, clipboard and any other possible equipment that is used frequently.
- Alcohol hand rub must be applied after completing any forms and just before accessing the premises.

5.3 Entry and Exit Procedures

5.3.1. Screening for COVID-19 (applicable to coaching staff, non-coaching staff, parents and gymnasts)

Questionnaire completed through the online app provided by the club.

Below is the screening questionnaire depicting the type of questions that will be asked, in the online app version and paper version:

1. Fever (>38°C) or a history of fever?	Yes	No
2. Cough?	Yes	No
3. Sore throat?	Yes	No
4. Difficulty in breathing?	Yes	No
5. In the last 14 days, in your community, were you in close contact or living with any of the following: a. A person with flu like symptoms or b. A confirmed COVID-19 person or a person under investigation for COVID-19?	Yes	No
<i>Close contact means you were face-to-face (less than 1.5 meters) with the person or you were in a closed space (car, taxi or house) with the person for at least 15 minutes</i>		

If the answer to all the questions is “No”, the gymnast/employee will be permitted to enter the club for a temperature check.

NB. If the temperature taken is higher than 38 °C or any one of the questions are answered “Yes”, the gymnast/employee will become a “person under investigation” (PUI) and must be isolated and referred for testing.

5.3.1.1 Screening of coaching staff and non-coaching staff

- All staff must fill in the online questionnaire before entering the club via the app.
- All staff will be screened for symptoms of Coronavirus infection daily upon arrival at the club.
- Staffs’ temperature will be taken and recorded by the designated Health & Safety Officer
- Coaches report to the screening area at the entrance of the club.
- A non-contact thermometer will be used for temperature checks. A temperature above 38°C could indicate possible Coronavirus infection.
- Any employee with any of the symptoms consistent with COVID-19 must not be allowed to commence work. They must be provided with a surgical or cloth mask, must wash their hands and must be transported to a Coronavirus testing centre.
- Staff must be aware of the procedures that will follow in the event of a gymnast screening positive i.e. having one of the symptoms suggestive of Coronavirus infection.

5.3.1.2 Screening of gymnasts

- Before gymnasts enter the club grounds their parents must complete the online questionnaire via the app.
- Gymnasts will be screened for symptoms of Coronavirus infection daily upon arrival at the club.
- Screening will be done at the screening area at the entrance of the club.
- Gymnasts temperature will be taken and recorded by the designated Health & Safety Officer
- When raining, gymnasts will be directed to allocated areas within the club where they will be screened.
- The gymnast must be screened at an area closest to the door of entrance.
- Entry only allowed max 5 minutes before class to ensure no loitering.

- Gymnasts must be aware of the procedures that will follow in the event of a gymnast screening positive i.e. having one of the symptoms suggestive of Coronavirus infection.

5.3.1.3 Screening parents / visitors

- Before parents / visitors enter the club grounds they must complete the online questionnaire via the app.
- Parents / visitors will be screened for symptoms of Coronavirus infection daily upon arrival at the club.
- Screening will be done at the screening area at the entrance of the club.
- Parents / Visitors temperature will be taken and recorded by the designated Health & Safety Officer
- When raining, parents / visitors will be directed to allocated areas within the club where they will be screened.
- The parent / visitor must be screened at an area closest to the door of entrance.
- Parents / visitors must be aware of the procedures that will follow in the event of a anyone inside the venue screening positive i.e. having one of the symptoms suggestive of Coronavirus infection.

5.3.1.4 Screening entrance

- After gymnasts enter the club, all the access to training area will be closed off except for the front door.
- The front door will be closed during training session to limit movement into and out of the club.
- Screener must wear a mask and sanitise their hands frequently.
- No person must be allowed onto the club premises without a mask.
- If gymnast/staff queue to be screened for admission to the club – social distancing must apply.
- Any person who refuses to be screened, cannot be allowed onto the club premises.
- The online questionnaire must be used by parents/caregivers to complete the questionnaire on behalf of the gymnast
- The online questionnaire will be used for all.

5.3.1.5 Screening officers

SCREENING STATION	STAFF MEMBER
1	Rousseau Mostert – the Health & Safety Manager; and/or
1	Any other certified Health & Safety officer(s), if the H&S Manager cannot be on site.

5.3.2. General Class Policies

5.3.2.1 Regarding masks or facial coverings (refer to section 5.4.1)

5.3.2.2 Upon entry to the gym hall (applicable to gymnasts)

- Screening (refer to section 5.3.1)
- Entry only allowed max 5 minutes before class to ensure no loitering
- Please arrive in your gym clothes as change rooms will be closed
- Shoes should be removed upon entering the club and be place inside your bag
- Sanitize your hands
- Keep your bag on you at all times
- After screening procedure has been done, please take a seat at the seat allocated to you, which will be set 6m apart from each other.
- Once seated, you are allowed to remove your face mask/face shield and place it inside your bag.
- Face mask – refer to section 5.4.1.)

5.3.2.3 Upon entry to the gym hall (applicable to non-coaching staff, coaching staff, parents and visitors)

- Screening (refer to section 5.3.1)
- Entry for coaches only allowed max 15 minutes before class to ensure no loitering
- Entry for parents and visitors only if essential
- Sanitize your hands
- Put your bag in the designated coaches' bag drop area.
- Face mask – refer to section 5.4.1.)

5.3.2.4 Class Structure

- Class schedules will be staggered and fewer classes will run at a time.
- Depending on the COVID-19 Lockdown Level, class numbers will be limited and the club will follow the guidelines set out by the government once this becomes available and will adhere to the changes that could be made, if lockdown levels are either upgraded or downgraded.
- Longer breaks between classes will be scheduled to allow for orderly entry and exit of gymnasts.
- Floor markings on the carpet will be created to ensure physical distancing throughout the class. These will be staggered in a zigzag pattern.
- Where possible, class groups (and coach/s) will remain the same through the pandemic to ensure less risk and ease of contact tracing if required.
- Hand apparatus:
 - No sharing of hand apparatus/equipment will be permitted
 - Those with their own hand apparatus will be encouraged to sanitize them (where possible) before and after each class)
 - Hand apparatus for recreational gymnasts will be reduced where possible. Should hand apparatus be used, they will be thoroughly sanitized before and after each use.
 - Entry to the store room will be limited to the Health & Safety Manager/Officers only.

5.3.2.5 Spotting

- Gymnast safety is paramount and coaches should not be restricted from spotting a gymnast IF NECESSARY, to protect the gymnast from injury.
- While spotting remains an important element to gymnast safety, alternative teaching/coaching methods will be considered to align with physical distancing protocols. These will be clearly communicated to gymnasts and their parents if necessary.
- Coaches may use gloves for any personal contact. These gloves will be changed between gymnasts, and should be disposed of safely, in the nearest bin.

5.3.2.6 Parent Viewing:

- Parent viewing is discouraged during the pandemic to limit numbers in the gym, however it is not prohibited due to our Safeguarding policy, but we would like to ensure parents the safety of the gymnasts and we have CCTV footage available of all training.
- Please note that the number of people allowed in the gym at any one time includes parents.

5.3.2.7 Pre-School Classes

- To limit spotting and physical contact, each pre-school child under 5 years old will be required to have 1 parent/guardian present to assist with spotting/any personal issues where required. These occurrences will be limited where possible but they might occur.
- Pre-school parent attendance will be accommodated into class sizes. Therefore pre-school class sizes will be reduced.

5.3.2.8 Gymnast Responsibility:

- Gymnasts and their parents will be educated on all new gym policies. This will happen via a virtual parent and gymnast meeting.
- A signed COVID-19 indemnity form from each gymnast is required before they return to classes
- Gymnast must be responsible for their own supplies (water bottles, food, hand apparatus etc.)
- Each student will be provided with personal chalk that they must keep in their own plastic container that only they will use. These must please be marked with their names.
- Gymnasts will be encouraged to keep 6m distance from teammates/coaches (when feasible), use hand sanitizer/wash hands frequently and to not share water bottles or other personal items. They will be encouraged to tell coaches immediately when are not feeling well.
- Please ensure you only bring what you need to class. Please leave all excess baggage/clothing at home.

5.3.2.9 Parent/Guardian Responsibility:

- Parents/guardians should ensure their child and immediate household members are free from illness before coming to the gym (when in doubt, stay home!).
- Remind your child about not sharing items, keeping physical distance and hand washing.
- Please refrain from gathering in groups while in the parent watching area/while picking up or dropping off.
- Please ensure all new policies are followed as above.
- Should you need to speak to the coach, where possible – contact the coach via call, WhatsApp and/or email. However, please note that it is always in the best interest of the parent/guardian to first contact the Club Administrator, whom will put you in touch with the coach.

5.3.2.10 Coach Responsibility

- The club has appointed a Health and Safety Manager and has requested that coaches do the Health and Safety Officer training as well through SAGF.
- All staff members will be thoroughly educated on all new policies by the Health and Safety Manager/Officers
- A signed COVID-19 indemnity form is required from each staff member before they return to work

5.3.2.11 Upon exiting the gym hall (applicable to non-coaching staff, coaching staff, parents, visitors and gymnasts)

- Collect belongings while maintaining physical distance.
- Put on face mask / face shield
- Sanitize your hands
- Put on your shoes at the entrance area
- Leave gym hall immediately – no loitering/chatting. Parents to wait at/outside entrance in a socially distanced fashion. Parents to ensure they collect children on time to reduce loitering.
- Keep face masks/face shields on until you reach your vehicle.

5.3.2.12 Participants will be required to bring their own water bottles to training so that water fountains/taps are not shared. These will be left in the gymnasts' bag for the duration of training. Water and toilet breaks will be staggered to ensure physical distancing is maintained.

5.3.2.13 No chalk bowls will be allowed. Gymnasts will be required to bring and use their own chalk, bucket and/or bag

5.3.2.14 Classes will re-open in phases:

- Lower risk classes will re-open first (High-Performance / Higher Levels)
- Higher risk classes will re-open at a later stage (Pre-School etc for whom it is difficult to maintain a socially distant environment).

5.3.2.15 Bathrooms:

- Change rooms will be closed. Please change at home. No changing of clothes will be allowed.
- Only 1 child at a time will be allowed in the bathroom
- No towels will be available for hand drying. Gymnasts will be allowed to bring their own towel
- Sanitizer will be available for use in the entrance hall.
- Bathroom hygiene (please refer to section 5.4.4.)
- Proper hand washing will be emphasized for anyone using the restroom, including poster of correct hand washing technique.

5.3.2.16 Sanitization of apparatus:

- Cleaning of apparatus (please refer to section 5.5.5.)
- Where possible, equipment (including matting) will be wiped down after each person. If not possible, all equipment will be properly sanitized after each class.
- Repeat - No chalk bowls will be allowed. Gymnasts will be required to bring and use their own chalk, bucket and/or bag

5.4. Hygiene

5.4.1. Face masks or facial coverings:

- **Coaching staff** – face shields and/or face masks will be worn at all times – especially when in close contact to a gymnast, colleague or parent.
- **Non-coaching staff (administrators/cleaners)** – masks will be required at all times.
- **Parents** – masks/face shields will be required at all times.
- **Gymnasts** – masks/face shields will be required when entering and exiting the venue. Once arriving to their initial physical-distanced allocated seat area, the gymnast will remove the mask or face shield, place it in their bag (preferably in a designated smaller bag/case/Ziplock bag) and keep it isolated with their personal items throughout training. They will then reapply them on exiting the venue (including the car park)
- Coaches who have difficulty projecting their voice through the mask may remove the mask when speaking but must wear a face shield/visor and must keep a physical distance from the gymnasts.
- Each staff member must be provided with 2 cloth face masks. This allows one to be available for use while the other is being washed and ironed.
- Despite wearing a mask, you must still make sure to follow the other measures to prevent spread – keep a 1.5-meter distance from other people and wash your hands regularly.
- You must also make sure that you know the proper way to put on, wear and take off your mask.
- Take note of the following advice for wearing cloth face masks:

- Wash your hands before putting on the mask.
- Place the mask with the correct side facing your nose and mouth. Make sure both are covered well. Tie the strings behind your head or if the mask has elastic bands, make sure they are tight.
- Once you have put on the cloth face mask and you are comfortable with the fit of the mask, do not touch your face or the mask until you take off the mask. Leave the mask on all the time except when you need to eat/drink.
- Take off the mask by untying the strings or elastic bands and holding it by the strings only, place it into a container ready to be washed.
 - Do not touch the actual mask itself when you are taking it off.
 - Do not store the mask around your neck when not in use.
 - Wash your hands thoroughly after taking off the mask.
 - Wash it in warm water and iron your cloth masks every day.
 - If anyone needs to take off their mask during the workday and is then required to put it on again, care must be taken to only handle the masks by the strings of the mask. The mask must be stored in a clean paper or plastic bag (clearly labelled with the person's name) when not in use.

5.4.2. Gymnasts' hygiene:

- Wash their hands frequently, always with soap and water for at least 20 seconds;
- Keep their nails and teeth clean;
- Refrain from touching their eyes, mouth and face;
- Not share water bottles, eating utensils, food or drinks with others;
- Sneeze or cough into a bent elbow or tissue, and to discard the tissue safely in a bin with a lid, then wash their hands immediately;
- Refrain from teasing anyone about being sick;
- Share what they learn about preventing disease with their family, friends, and siblings; and
- Tell their coach or parents, if they feel sick, and want to stay at home.
- Gymnasts will be encouraged to bring their own sanitizer as well. And not share it.

5.4.3 Hygiene in the single training/apparatus area

- Place a hand sanitizer spray, at every apparatus and ensure that any person touching the apparatus sanitize their hands before and after use/touching of apparatus.
- Apparatus must be positioned to avoid gymnasts having face to face contact with each other.
- There must only be one gymnast on each apparatus as far as possible.
- Gymnasts must sit at the designated seating provided for them to await their turn.
- Space apparatus as far as possible from each other as the room will allow.
- Open all windows and keep the doors open as far as possible to allow for maximum ventilation.
- Rearrange lesson plans and activities to minimize the sharing apparatus and passing of exercise equipment.
- Gymnasts must not share items such as exercise equipment, attire, grips or powder

5.4.4 Hygiene in the bathrooms

- Place a hand wash/sanitizer station at the entrance to the bathrooms.
- Limit the number of persons in the bathroom at any time and monitor that the number allowed is not being exceeded.
- Ensure that all bathroom facilities are in working order and expedite repairs.
- Ensure that bathrooms always have water and soap available.
- Hands must be washed with soap and water for at least 20 seconds after using the bathroom.
- Use paper towels that can be disposed of in a sealed bin after use.

5.4.5. Hand Hygiene procedure

- Frequent hand hygiene must be part of the routine of everyday life in clubs.
- An announcement will be made every 15 minutes to remind all staff and gymnasts to sanitise their hands.
- Every person that enters an apparatus area must sanitise their hands with sanitizer (with at least a 70 % alcohol base) and again when leaving the area. Advocacy material on hand washing is available everywhere on the club grounds. Coaches manual will be used to discuss with gymnasts daily. Information messages include:
- Avoid touching eyes, nose, and mouth.
- Always wear a mask, especially when you communicate with others.
- Follow good respiratory hygiene: cover your mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue in a bin with a lid.
- Maintain at least a distance of 1.5 m between yourself and others, i.e. there must be no physical contact between you and any other person during club hours and/or before and/or after club and/or on your way from home to club or club to home or any other destination for that matter.
- Do not talk into the face of others if you do not wear a mask that covers your mouth.

5.4.6 Food and Beverages

Transmission of COVID -19 through food could occur if a person infected with the virus prepares or handles food with dirty hands and contaminates it. Cooking food thoroughly and observing good hygiene practices when handling and preparing food are effective at preventing contamination.

Please note:

- The tuck-shop will unfortunately be closed during to lockdown restrictions until further notice.
- There will be no dedicated food eating areas to avoid loitering
- No eating or drinking allowed inside training area.
- Coaching staff, non-coaching staff and gymnasts should bring their own food, in a container or sealed bag.
- Wash their hands with soap and water before and after touching any food;
- Clean and sanitize all work surfaces (i.e. tables, stoves and other resources) sinks and floors regularly;
- Keep all appliances clean;
- Wear head gear and masks to cover their mouths and noses;
- Ensure proper food storage practices;
- Rinse all foodstuffs thoroughly (such as fruits);
- Ensure that gymnasts do not share utensils, food, or drinks.

5.4.7. Social distancing

- E-Sports Gymnastics will implement social distancing per class to apply the 1.5m social distance norm, wherever practicable. Consequently, the number of gymnasts per classroom must be reduced, where possible and allow up to 6 meter distancing inside the venue during training.
- Practicing thorough hygiene, the continuous use of cloth masks, symptomatic screening and enforcing practical social distancing for all gymnasts and coaches will be the most effective way of curbing transmission of COVID-19 at clubs.
- The upstairs seating area next to the Men's Bathroom will be allocated as an isolation room for suspected cases and persons under investigation.

5.4.8. Staff Kitchen room

- Coaches' break times will be staggered (as with those of the gymnasts) and the number of people in the staff kitchen room at any time must be limited.
- Anyone entering the room must first sanitize their hands.
- Arrange seating in the staff room to allow for physical distancing as far as possible.

- Staff must, as far as possible, carry a packed lunch in labelled bags/containers and take these containers home daily to be cleaned.
- Kitchen appliances which are handled by multiple people e.g. microwaves and kettles must be avoided as far as possible. Where they are used, these appliances must be sanitized after every use by the user.
- All tables, chairs, counters, and other surfaces that come into contact with people must be cleaned regularly.
- Staff meetings must be kept to a minimum and only key staff member must be present at the meetings.
- Staff must explore other ways of communicating with each other e.g. mobile chats, emails and telephone or video conferencing.

5.5. Sanitation

Cleaning, Sanitizing and Disinfecting Regulations of E-Sports Gymnastics Club require staff to ensure that equipment and apparatus, materials, clothing and the club environment are maintained in a sanitary condition. The regulations further provide that sanitizing and disinfectant solutions used in the gymnast training environment must be either a bleach solution prepared by the licensee or a commercially prepared disinfectant that has been registered as a sanitizing solution by the Environmental Protection Agency (EPA). Sanitization of apparatus and equipment to be done by wiping apparatus and equipment with a sanitized cloth between each class, with the allowance of 15 minutes between sessions.

5.5.1 Important aspects

- Cleaning alone is sufficient for some surfaces. Cleaning means to physically remove dirt, debris, and sticky film from a surface by scrubbing, washing, wiping and rinsing. Cleaning is done with regular (not antibacterial) soap or detergent and water. Cleaning towels and cloths to be washed after use. These items do not need to be sanitized or disinfected.
- Sanitizing or disinfecting must follow cleaning as required. Cleaning first allows the sanitizing or disinfecting product to come in contact with the surface.
- Sanitizing (after cleaning) is the proper treatment for most equipment and surfaces in gymnastic training programs. Sanitizing surfaces destroys enough germs to reduce the risk of becoming ill from contact with those surfaces.
- Disinfecting (after cleaning) is the proper treatment for surfaces or equipment where safe contact requires a more powerful response to germs. Disinfecting is the proper treatment for equipment and surfaces that are involved with toileting and special precautions.
- Special precautions treatment requires that surfaces or equipment exposed to blood, vomit or cough spills be disinfected (with the standard disinfectant solution) while wearing gloves and facial masks.
- Sponges must not be used for sanitizing or disinfecting.
- Surfaces and equipment must air dry after sanitizing or disinfecting. Do not wipe dry unless it is a product instruction.
- Small items requiring sanitizing may be dipped in a container for that purpose filled with sanitizing solution and allowed to air dry or may be washed and dried.
- All sanitizing and disinfecting solutions must be labelled properly to identify the contents; kept out of the reach of children; and stored separately from food items. Do not store sanitizing and disinfecting solutions in beverage containers.

5.5.2 Daily duties of cleaners:

Daily duties of cleaners include:

- Clean all surfaces (e.g. floors, bathrooms, desks) thoroughly daily with disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) or bleach mixture of 250ml of bleach to 5 litres of water).
- Surfaces that are frequently touched such as taps, doorknobs at entrance, toilets, gate handles, locks, and toilet handles. Other frequently touched areas are in staff rooms and at apparatuses. Items such as microwaves, kettles, fridges, and photocopy machines must be cleaned frequently with 20 ml bleach per litre of water.

- Collect all the bags with possible contaminated waste in bins inside the venue. Tie the bags and dispose of properly in big refuse bags. Tie the refuse bags again.
- Always wear protective gear as discussed below.

5.5.3 Personal Protective Equipment (PPE) for cleaning:

All cleaners must adhere to the 5 golden rules as discussed. Cleaners must also ensure that:

- Face masks must be worn all the time.
- They must protect their hands by washing or disinfecting frequently, or by wearing gloves (which must also be thoroughly cleaned or disposed of.)
- They must wear closed shoes
- In addition, cleaners must have access to:
 - Heavy duty gloves
 - Face masks
- Correct use, necessary hygiene practices and proper disposal of PPE is important to avoid cross contamination from PPE to the user's hands or clothes. Cleaners must perform hand hygiene using the proper techniques before putting on protective gear for cleaning and after removing it, when changing gloves or after any contact with waste material.
- The procedure to follow:
 - Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.
 - Remove the gloves and put it on a disinfected surface.
 - Wash your hands with soap and water.
 - Face masks must be washed and ironed every day.

5.5.4 Cleaning of venue:

- Surface tops (tables and cupboards) especially those areas frequently touched, must be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water).
- All apparatus/equipment areas must be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water).
- A cloth can be used to clean these surfaces with the disinfectant.
- Cleaning staff must use protective gloves when doing so.
- Floor surfaces can be mopped with diluted bleach disinfectant after it has been swept.
- Frequently used items such as light switches, door handles, counter tops and taps will be sanitized after each class.
- A thorough clean of all areas will be done every day. Deep cleaning will take place twice a week, including all carpet areas.
- All cleaning schedules will be recorded and documented.

5.5.5 Cleaning of apparatus/equipment:

- Equipment/apparatus manufacturers should be contacted for specifics on proper cleaning protocols.
- Any mats or shapes that are torn will be removed/fixed as they cannot be properly sanitized.

5.5.6 Maintain a clean and safe environment

- Surfaces that are frequently touched, e.g. the doorknobs, must be cleaned frequently with a 20 ml bleach per litre of water, or disinfectant wipes/liquid.
- Utensils like pens, erasers, books, rulers, pencils, etc. must not be shared amongst gymnasts and/or coaches or placed in mouth.
- Venue must be well ventilated. Coughing (in the bent elbow) and sneezing etiquette (in a tissue) must always be adhered to.
- Social distancing must be observed.
- Venue must be cleaned at least twice a day with a disinfectant.
- Apparatus must be cleaned by occupants/cleaners at the end of the day, after the venue has been vacated or is occupied the next day.

- The items listed below must be made available in the venue as far as possible:
 - Hand sanitizers with at least a 70 % alcohol base.
 - Litter bins with lids, lined with bin liners (or black refuse bags) in which all tissues, paper towels and possible contaminated waste must be discarded.
 - Paper towels, tissues or toilet paper to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin which must have a lid.

5.5.7 Cleaning of toilets:

- Toilet door handles, etc. must be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water) hourly, or at least before and after intervals and after the gymnasts have been dismissed for the session.
- Access to toilets must be regularised by the club to ensure that not too many gymnasts are simultaneously in the toilets.

Maintain clean and safe toilets/bathrooms:

- Hand washing station, hand washing soap (liquid) or hand sanitizer must be in all toilet facilities for hand washing after using the toilet facilities.
- Disinfectant cleaner (Recommend sodium hypochlorite 0.5% (biocide sachets) **or** bleach mixture of 250ml of bleach to 5 litres of water) must be utilised for daily cleaning of all surfaces.
- Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles must be wiped down hourly or when appropriate with 20 ml bleach per litre of water or disinfectant wipes/liquid.

5.5.8 Procedures from 19 June 2020

- Deep cleaning of club commences.
- Deep cleaning of the whole club continues.
- Meeting with cleaners. Plan is explained - so everyone understands exactly what is expected of them.
- Workers are cleaning everything thoroughly this week.
- Inspection will be done to make sure workers have cleaned thoroughly.
- Whole venue to be deep cleaned.
- Apparatus and club must be ready for returning staff and gymnasts.

Deep Clean:

Bleach and water mixture are used. 20ml Bleach for 1 liter of water.

- Apparatus/equipment applicable
- Tables
- Floors
- Walls
- Chairs

Daily procedure

1. Cleaning staff are divided into a specific place where they will clean every day.

- Training area
- Bathrooms and hallway.
- Kitchen
- Bathrooms are cleaned hourly.
- Entrance / Reception area / doorknobs etc. are cleaned while gymnasts are training.
- Floors are cleaned as soon as a classes finish.
- Staff make sure area is ready for cleaning.

2. Timetables with specific times are available for cleaning.
3. Start of shift: Cleaning staff report at Club entrance. Everyone receives their stock for the day:
 - Bucket (water and bleach created)
 - Mop
 - Sanitizers
 - Gloves
4. End of shift: Workers bring all cleaning agents back to distribution area.
5. Classification of workers:
 - Sheron
 - Austin
 - Vattas
 - assigned coach and non-coaching staff for afterhours for cleaning

5.5.9 Risk reduction methods:

After the club has been cleaned, the safety of the environment must be maintained. This is the responsibility of all users of the club (coaching staff, non-coaching staff, parents, visitors and gymnasts). Below follow some risk reduction methods to be observed by all:

- Each person (coaching staff, non-coaching staff, parent, gymnast or visitor) who enters or leaves the club, must wash their hands or sanitize their hands at the entrance using hand hygiene stations which are equipped with either liquid soap or soap and running water or water that can be sprayed onto the hands (or sanitise with a hand sanitizer with 70% alcohol base).
- Parents and visitors ought not to be allowed into the training venue as far as possible, unless alternatively required.
- Take the temperature of each person (staff member, parent, gymnast, or visitor) who enters a club with a digital thermometer scanner as follows:
 - A reading of 38° C and above indicates possible fever.
 - Visitors and staff with a fever are not allowed on the club grounds.
 - Gymnasts with a fever must be kept separately from other people until they can return home.
 - Parents/caregivers must be contacted without undue delay. It is strongly advised that in these situations, parents are requested to come and fetch their children and to request them to take the child/ward to the doctor or clinic.
 - The installation, supervision, and regular refilling of the stock/equipment is the responsibility of the Health & Safety Manager or his/her delegates (the certified Health & Safety Officers).

5.6. Management of COVID-19 cases in the club

Extra precautions should be taken with gymnasts and staff with pre-existing medical conditions, or staff over the age of 60 years with one or more chronic illnesses, as they are at higher risk for a serious COVID-19 illness. It is advisable that such gymnasts should be allowed to train at home with the provided online Zoom classes, and staff should be allowed to work from home, where possible.

5.6.1. Action to be taken when a child or gymnast appears ill or displays symptoms associated with COVID-19

When a child/gymnast appears to be sick or displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress, or shortness of breath, or report a sore throat, the procedure below must be followed:

- Isolate the gymnast (in the allocated isolation room) and keep them separate from other gymnasts and staff until they can be assessed by a health professional.

- Provide the gymnast with a face mask if they do not already have one on.
- The parents or guardians of the child/gymnast must be informed immediately.
- Call the nearest health facility, the NICD toll- free emergency hotline for COVID-19 (0800 029 999)
- The club will be advised on any further actions to be taken.

5.6.2. Action to be taken when a case of COVID-19 is confirmed

- The club will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and advise on any further actions or precautions that should be taken.
- If the club has not been contacted regarding a possible case of COVID-19 in the club, the administrators must contact the relevant provincial official whose details are listed in the policy Circular 1 of 2020 or the NICD toll-free emergency hotline for COVID-19 on 0800 029 999 for referral to the relevant contact.
- Public health officials, with the assistance of relevant staff, will conduct a risk-assessment and give recommendations on the management of children/gymnasts and staff.
- In most cases, closure of the club will not be necessary. The decision to close will be club- and context-specific and must follow the procedure in Section 5.9 below.

5.6.3. Action to be taken when a child/gymnast may have been exposed to a suspected/probable case of COVID-19, or a suspected case for whom testing for COVID19 is inconclusive as reported by the laboratory

- If a child/gymnast has been in contact with a suspected case of COVID-19 in the club, no restrictions or special control measures are required until the laboratory test results for COVID-19 have been received.
- There is no need to close the club or send other children/gymnasts or staff home.

5.6.4. Action to be taken when a child/gymnast may have been exposed to a confirmed case of COVID-19

- All close contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend club.
- Gymnasts who are not contacts of a confirmed case should attend club. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to club or work, unless they begin to develop symptoms.
- Gymnasts who have interacted with a healthy contact of a confirmed case, specifically, should not be excluded from the club. A person who comes into contact with the healthy contact of a confirmed case, is unlikely to result in transmission.
- All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.

Note. Keeping gymnasts at home or closing the club is a serious decision which may restrict the gymnasts' ability to acquire training/exercising, amongst other considerations. The decision to direct gymnasts to stay at home, because of possible exposure to, or infection with COVID-19 should be justified by the available scientific evidence and must be directed by the accountable health authorities.

5.7. Procedures for heads of disciplines and supervisors on COVID-19 procedure regarding employees

Regulation 53 of the OHS Act provides that the head of the CMT and the Health & Safety Manager shall establish and maintain a safe and healthy work environment for employees of the department and a safe and healthy service delivery environment for members of the public.

Given its ability to spread rapidly, the management of confirmed and suspected COVID-19 cases is of paramount importance. The following steps must be observed as the minimum in any case.

5.7.1. An employee tested positive for COVID-19

- The relevant public health officials will discuss the case, identify people who have been in contact with the patient, and advise on any action or precautions that should be taken.
- The CMT should formally grant approval for sick leave, in accordance with the *Determination and Directive on Leave of Absence in the Public Service*, or incapacity leave and ill-health retirement processes, if the employee has exhausted their normal sick leave.
- An assessment will be undertaken by the public health officials and advice on the management of gymnasts and staff will be based on this assessment.
- A risk assessment will be undertaken by the sport association/establishment, advised by the public health officials.
- The CMT should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 14 days, in accordance with *Public Service Regulation 51 of the Public Service Regulations, 2016*, to ensure that the infection does not spread. This must be done in consultation with the relevant DOH authority.
- A list of these employees must be kept and contact must be maintained with such employees as a means of monitoring and support.
- Thorough cleaning and disinfection of the infected person's workspace must be conducted.
- If an employee has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow an employee to return to work on the condition that they have undergone a medical evaluation confirming that the employee has been tested negative for COVID-19.

5.7.2. An employee exposed to a confirmed case of COVID-19

- In terms of the NDOH's guidelines, all employees who were in contact with the infected person are required to self-quarantine at home for a period of 14 days or for a duration as prescribed by the DOH while being monitored for symptoms.
- The CMT should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 14 days, or as prescribed by the DOH, in accordance with
- *Public Service Regulation 51 of the Public Service Regulations, 2016*, to ensure that the infection does not spread. This must be done in consultation with the relevant authorities. Such employees can be requested to work remotely.
- The CMT and Health & Safety Manager must ensure that all the workspace(s) of those exposed are cleaned and disinfected thoroughly.
- Contact must be maintained with employees in quarantine as a means of monitoring and support.
- All cases of those exposed must be reported to the DOH

5.7.3. An employee exposed to an unconfirmed case of COVID-19

- If an employee has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, the CMT will decide whether restrictions or special control measures are necessary. The CMT's decision will be guided by NDOH, Legal Services and Human Resources.
- Once the results are known, NDOH protocols must be implemented, if applicable.

5.7.4. An employee appears ill and reports for duty displaying symptoms associated with COVID-19

- If an employee presents with symptoms consistent with COVID-19 such as a fever, respiratory distress and a dry cough, they must be advised to contact the NICD toll-free emergency hotline for

COVID-19 on 0800 029 999, consult a medical professional and follow the NDOH protocol for COVID-19.

- The employee should be temporarily isolated in the allocated isolation room for temporary isolation, while arrangements are made for them to be transported to a medical facility. They should be provided a face mask to wear.
- Any further action must be taken once there is a diagnosis confirmed by a medical professional.
- Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.

5.7.5. An employee refuses to report for duty citing fear of being infected with COVID-19

- The employment relationship is the legal link between employers and employees and stipulates that a person will perform work or a service under certain conditions in return for remuneration.
- The onus is on the employee to demonstrate that the workplace poses a risk and is an unsafe space where transmission of the virus is possible and likely.
- Refusal to report for duty, contrary to the instructions of the supervisor or CMT, amounts to an unlawful absence which must be dealt with in terms of the *Disciplinary Code*.
- Any person over the age of 60 and older, or persons with any comorbidities are exempt from this rule.

5.8. Management and monitoring of absenteeism

Club administrator must manage and monitor absenteeism by:

- Reviewing and capturing gymnast attendance;
- Reviewing coaching and non-coaching staff attendance and sick leave policies;
- Encouraging gymnasts and all staff (coaching and non-coaching staff) to stay at home when they are sick or feeling sick;
- Remaining flexible, when possible, to allow staff to stay at home to care for sick family members;
- Discouraging the use of perfect attendance awards and incentives as these may encourage gymnasts and staff to come to the club while sick;
- Identifying critical duty functions and positions, and planning for cross-training staff to stand in; and
- Determining what level of absenteeism will disrupt continuity of coaching and training, and make the necessary plans to mitigate this

5.9. Gymnast transport

5.9.1. Cancellation of Club Transport Service

The bus service provided by the club for the transport of gymnasts from aftercare to the club will be suspended indefinitely until the COVID-19 has been contained country- and worldwide.

As per the policy of SAGF, transport service is defined as public transport and therefore no can or will be provided from any aftercare until further notice, to help curb the spread of COVID-19.

5.10. Closure of the club if an employee has tested positive for COVID-19

Preparing for the possible closure of the club should only be considered following recommendations from the accountable public health officials. Temporarily closing of the club is a possible strategy to prevent or slow the continued spread of COVID-19. The CMT is not expected to make decisions about the dismissal or closure of the club and must follow the Departmental procedures in this regard. The Club must seek guidance from local health officials to determine if, when, and for how long to take these steps. Club dismissal may be recommended for 14 days, or possibly longer, if advised by local health officials, CTGA, WCGA and/or SAGF. The nature of these actions (i.e. the scope and duration) may change as the local situation evolves.

5.10.1. Considerations for keeping the club open after dismissal of gymnasts

During a club dismissal, the club may stay open for coaching and non-coaching staff members (unless they are ill) while gymnasts stay home. Keeping facilities open will allow coaches to develop and deliver lessons and have access to training resources and materials remotely, thus maintaining continuity of modernising coaching and training.

Furthermore, it will allow other staff members to continue to provide services and help with additional response and cleaning efforts.

If the club is dismissed, club administrators should discourage gymnasts and staff from gathering or socializing anywhere e.g. meeting at a friend's house, a restaurant, or a local shopping mall. An important consideration is how to ensure the continuity of training. During a club dismissal, the club should:

- a) Review continuity plans, including plans for the continuity of coaching and training;
- b) Implement e-coaching plans, including digital and distance learning options, if feasible and appropriate;
- c) Determine, in consultation with district officials, if necessary:
 - How to convert face-to-face training into online lessons and how to train coaches to do so;
 - How to triage technical issues if faced with limited platforms and resources;
 - How to encourage appropriate adult supervision while gymnasts are using distance training approaches; and
 - How to deal with the potential lack of gymnasts' access to computers and the internet at home.
- d) Consolidate a list of suitable resources available via radio, television and other media platforms where gymnasts and parents can access training content to help facilitate remote training;

6. PROVIDING EMOTIONAL SUPPORT TO GYMNASTS, COACHES AND NON-COACHING STAFF

The World Health Organization (WHO) indicates that a major pandemic entails a psychosocial disturbance that may exceed the affected population's capacity to manage. The COVID-19 pandemic is such a state. The most common reactions include anxiety, distress, and depression. These reactions may result from a fear of contracting the illness, the ability to recover from the illness or even experiencing the death of family members, colleagues, or friends. Gymnasts, coaches, and club management have a responsibility to care for themselves and each other.

Note: In cases of extreme distress or emergency, the regular procedures detailed in the SIAS Policy are bypassed and an appropriate emergency protocol is followed.

6.1. What to do before the club reopen

The Club must identify organizations, stakeholders and partners in the community or district that can provide additional social, emotional, and psychological support.

Brief the club-based support teams (SBSTs) and coaching staff on the psychosocial impact of COVID-19 on gymnasts and adults. Provide information (as below) about how to identify when someone needs help. This process must be followed each time new level gymnasts returns to club.

6.2. How to identify when someone needs help

One or more of the following signs may be present:

- Persistent fear, worry and anxiety;
- Persistent sadness, hopelessness and other overwhelming emotions;
- Withdrawal from others (This is not to be confused with the *social distancing* prescribed by the DOH.);
- Loss of interest in personal appearance and unusual lack of energy;
- Expression of rage or anger;

- Missing work or training; and
- Use of, or increased use of drugs or alcohol.

6.3. What is the process to follow if a gymnast or staff member is identified with one or more of the above signs?

- **A gymnast is identified:** The coach can speak with the gymnast to determine whether they (the coach) are able to provide emotional or other support. They may refer the gymnast to the SBST for basic counselling or referral to specialized services, only with the consent of the parent/caregiver.
- **A coach or non-coaching staff is identified:** The CMT can determine what kind of support is required and either provide the support, or a referral to specialized services.

6.4. Sources of psychological support

The South African Depression and Anxiety Group (SADAG) offers free remote counselling (**SADAG helpline 0800567567** or send a **SMS to 31393**).

Other contact details for support services are listed below, and should be shared with all coaching staff, non-coaching staff, parents, visitors and gymnasts.

Life can be difficult sometimes, if you need someone to talk you may contact any of the call centres below:

- Childline Hotline: 08000 55 555**
- LoveLife Free Plz Cal Me 083 323 1023**
- LifeLine Toll Free: 086 132 2322**
- SADAG**
Suicide Crisis Line 0800 567 567/ 0800 212 223
or SMS 31393
Substance Abuse Line 0800 12 13 14 or SMS 32312

Logos at the bottom include: basic education (Department: Basic Education, REPUBLIC OF SOUTH AFRICA), Read to Lead (A Reading Nation is a Learning Nation), NDP (New Democratic Party), ALBERTINA ENGELS (South African National Council of Women), and 100 (100 Years of Struggle, 2018, Zulu: 100, IsiXhosa: 100).

7. ADMINISTRATIVE

7.1. Payments

7.1.1. Monthly Club Fees

- Club fees should be paid, in advance, into the club's account.
- The 1st of each month is the due date for monthly fees
- The payment method for fees should be done via EFT
- Cash payments will be discouraged
- No ATM cash deposits will be allowed. The bank charges will be added to your account.
- Reference of payment should be **gymnast** NAME & SURNAME
- No gymnast will be allowed entry to the gym if no payment or communication has been made from the parent/guardian.
- All due fees, before 16 March 2020, will have to be settled in full.

7.1.2. SAGF Membership Fees

- ALL gymnasts should be registered with SAGF
- No gymnast will be allowed to train if they have not yet registered.
- The club will communicate the process, should you not yet have done this.
- No refund will be permitted by the club, any association or SAGF.
- The registration fee is not just for competition, but also serves as membership to the Federation.

7.1.3. Clothing Bank

The clothing bank will be closed until further notice.

8. REOPENING OF THE CLUB

8.1 CMT and non-coaching staff return 23 June 2020

The CMT and non-coaching staff will be orientated on the following upon arrival:

- How COVID-19 is spread or what the symptoms of COVID-19 are.
- What measures they must put in place to prevent the spread of COVID-19.
- How to put on, take off, store, and clean a cloth face mask.
- What to do if they have any symptoms consistent with COVID-19.
- What to do if they have been diagnosed with COVID-19.
- What to do if they have come into close contact with someone who has been diagnosed with COVID-19.
- How to wash and sanitize their hands correctly.
- How to communicate with gymnasts about COVID-19 in an age-appropriate and sensitive manner.

8.1.1 The duties of the CMT

- Ensure that the non-coaching staff will deep clean the club with bleach.
- Receive PPE supplies.
- Make decisions on how the club will be managed when coaching staff and gymnasts return.

8.1.2 The duties of non-coaching staff

- Deep clean the club with bleach.
- Sanitize the club thereafter with 70% alcohol sanitizer.

8.2 Coaching staff return 23 June 2020

The Coaching staff will return in groups accordingly to the amount of gymnasts allowed in training as per the guidance and approval stipulated by SAGF. Coaching staff will be orientated on the following upon arrival:

- How COVID-19 is spread or what the symptoms of COVID-19 are.
- What measures they must put in place to prevent the spread of COVID-19.
- How to put on, take off, store, and clean a cloth face mask.
- What to do if they have any symptoms consistent with COVID-19.
- What to do if they have been diagnosed with COVID-19.
- What to do if they have come into close contact with someone who has been diagnosed with COVID-19.
- How to wash and sanitize their hands correctly.
- How to communicate with gymnasts about COVID-19 in an age-appropriate and sensitive manner.

8.2.1 The duties of coaching staff

- Prepare and organize apparatus/equipment for gymnasts in each class.
- Provide support to gymnasts.

8.3 Gymnasts (Levels in phases) return 23 June 2020

Process to follow when gymnasts return to club:

- Upon the return to club of a level the Club's Health & Safety Manager and coaches conduct the orientation of gymnasts on the management of the Coronavirus (2019-NCOV) at the Club.
- Gymnasts are required to have cloth masks on, on arrival.
- Explain the screening process
- Conduct an orientation for gymnasts which include the "Golden Rules".
- Orientate gymnasts on how club's training classes will be conducted.
- Introduce the reviewed club times.
- Brief gymnasts on social distancing at club, travelling to and from club.
- Explain that gymnasts must wash hands before eating which must be done by observing social distancing and decreased risk of contaminating surrounding areas
- Motivate gymnasts on their return to club.
Gymnasts will be orientated on:

8.3.1 Educating gymnasts upon arrival as each level group return.

- Educate gymnasts on the items listed above.
- Incorporate Coronavirus/infection prevention/healthy habits daily into the training material to reiterate the messaging.
- Communicate frequently to gymnasts.

8.3.2 Orientate gymnasts on what to do before leaving home

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick and try and keep a distance from others at home. Parents MUST inform the club of the gymnasts' absence and the reason.
- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue into the bin.
- Clean and disinfect frequently touched objects and surfaces.
- Wear your mask.

8.3.3 Orientate gymnasts on what to do on their way to and from club

- Wear your mask.
- It is important to practice social distancing and good hygiene to prevent becoming infected if you are walking to the club. Try to keep at least a 1.5-meter distance between you and another person walking to the club.
- It is equally important to practice social distancing and good hygiene to prevent becoming infected if you are using public transport to club or sharing transport (lift club). The wearing of a mask is mandatory when using public transport. Public transport herein means use of train or taxi, and not the club's transport.
- According to the Regulations, all public transport operators must ensure that transport is sanitized before and after use and observe the new prescribed passenger capacity to curb the spread of the Coronavirus (2019-NCOV).
- Sanitize your hands before entering and after disembarking from the public transport.

8.3.4 Orientate gymnasts on what to do when they arrive at club

- All staff and gymnasts must go directly to the designated screening area to be screened.
- Coaches complete the online questionnaire before arrival at club and report to the screening room, the entrance hall of the club.
- Social distancing must be maintained while waiting to be screened.
- The Health & Safety Manager/Officer screens the non-coaching and coaching staff.
- The Health & Safety Manager/Officer must screen gymnasts on arrival.
- Everybody must be screened every time as they arrive at the club.
- Wash your hands with soap and water OR use hand sanitizer.
- Make sure that you wear a mask when entering the club premises.
- It is recommended that you keep at least a 1.5-meter distance between yourself and another person.

8.3.5 Class/Training social distancing with higher levels

- Gymnasts will be divided into equal groups.
- Training will happen at 35 minute classes, with 10 minutes intervals to allow cleaning of apparatus and equipment.
- Gymnasts will be socially distanced at 3-6 metres radius apart from each other.

8.3.6 Process to follow upon return of the rest of the levels.

- Lower levels will be orientated as outlined above.
- These orientations will be conducted upon arrival of each group.
- Phased return of levels to happen, to ensure health and safety regulations.

8.3.7 Social distancing when lower levels return to the Club:

When the lower levels return, the club will implement a social distancing plan as follows:

- Gymnasts may train online from home if their parents choose to not send a gymnast to the club.
- Online class times will not be as structured and in routine as training provided at the club, and will be subject to availability and decision of the coaches providing these classes.
- Online class times will not be communicated well before the time and can be announced at least a day before.
- Classes will be divided into smaller groups to improve social distancing, especially with the younger gymnasts, where it might be more difficult to keep them socially distanced.
- On the day that a gymnast is not supposed to attend training, if no booking for the session was received, the gymnast will not be permitted to train and the parent will be contacted to pick up the gymnast.

8.4 CLUB TIMES

- Gymnasts may enter the club 5 minutes before the start of their booked session.
- Gymnasts must enter the club through the allocated entrance (front door).
- Gymnasts will be screened and report to reception.
- No more than 10 minutes will be allowed for gymnasts to vacate the premises after their training session.
- **Strict Arrive – Train – Leave policy will be enforced.**
- Parents should avoid clustering outside entrance doors when picking up their kids, and to ensure they keep social distance from others. Wearing of masks in this case will be mandatory as well.
- No gymnast will be allowed to walk to the parking lot by themselves and must be accompanied by a parent/guardian.
- In the event of rain, parents will be allowed to wait within social distance protocol under the shelter next to the training venue. Coaching staff will then accompany your child to you at the spot mentioned above.
- No parents/caregivers will be allowed to come into the club venue. Staff will meet gymnasts at the club entrance at the start of the session and escort them to the exit at the end of classes.
- Where possible, grandparents and elderly caregivers must not pick-up or drop-off gymnasts at club because they would be at increased risk for contracting severe disease.
- If it rains and queuing outside at the designated floor marked areas is not possible, gymnasts will be allowed to wait in the car and the Health & Safety Manager/Officer will come to the car to do the screening.

8.5 CLUB TIMETABLES

- Breaks will be scattered in between training, and only allocated designations will be allowed to utilize during break.
- Social distancing will also apply during water break.
- Stagger toilet and water break times so that fewer gymnasts are on a break at a time and to limit the mixing of gymnasts from different groups.
- Gymnasts must sanitize their hands before leaving the apparatus/training area and again upon returning to the apparatus/training area
- Gymnasts must not sit close to each other in their groups. If there are chairs at which gymnasts sit during the time another gymnast is busy on the apparatus, these chairs must be 1.5m apart.
- Do not allow gymnasts to play games that require physical contact during the wait to use the apparatus.
- Club tuck shop will be closed indefinitely.
- Gymnasts must not be allowed to congregate in groups while awaiting collection by parents or transport services such as lift clubs or public transport

9. PROCUREMENT

- Sufficient supply of hand sanitizer, soap, paper towels, wastepaper bins and other cleaning materials.
- Alcohol based hand sanitizer at designated points.
- Consider providing alcohol-based hand sanitizer for each employee if they must move around within the workplace.
- At least 2 cloth face masks per staff member.

9.1 The following is a checklist for procurement:

Product	Quantity
Once – off gloves	200
Sanitizer 20-25 liter	2
Sanitizer bottles	12
Paper towel units	2
Paper towel rolls	4
Bins	15
Bin bags	200
Bleach	4 x 5l
Mop trolley	1
Mop for trolley	1
Security bibs	2
Masks	40
Cloths	50
Posters	5 sets
Velcro strips	100
Thermometer	2
Screening app	1
25 litre pressure sprayer	2
Foot dispenser	2
Counter screen	1
Duct tape	2 rolls
Wet floor sign	3

9.2 Distribution room

- A designated distribution room is allocated to store all cleaning equipment and supplies.
- A stock list is kept ensure that procurement supplies are sufficient.
- All sanitation equipment will be distributed each day out and in at the distribution room.

10. PRACTICAL MEASURES TO PREVENT COVID-19 INFECTION

A safe environment can be achieved through elimination of infectious particles in the air and on surfaces by always adhering to the 5 Golden Rules.

The following are the 5 Golden Rules to prevent the spread of the coronavirus:

1. Separate yourself physically from other people:

- By staying away from people as much as possible
- By staying home if unwell.

2. Physical distancing when around other people:

- Keep a distance of at least 1.5 metres (2 arm lengths) from others.
- Do NOT shake hands, or hug, or fist bump, or elbow bump. Keep your distance.

3. Hand washing/sanitising:

- Regular hand washing with soap and water for 20 seconds.
- Or rub hands with alcohol-based hand sanitizer
- Wash hands after touching people (which you should try to avoid), surfaces, and objects.

4. Practising good hygiene measures:

- Cough or sneeze into your elbow or a tissue and then put the tissue in a bin and wash your hands immediately.
- Do not touch your face with unwashed hands.

5. Using cloth face masks:

- Use a cloth face mask to cover your nose and mouth.
- Do not touch the mask after you put it on.
- Leave the mask on all the time except when you need to train, eat or drink. For eating/drinking, take it off carefully by the strings and place it in a clean paper or plastic bag.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

11. COMMUNICATION WITH THE CLUB COMMUNITY

It is important that the club community is made aware of the basic health and safety precautions as mentioned throughout this standard operating procedure (SOP). The SOP must be implemented immediately within our club and applies to all entities and individuals that may enter our club premises.

The Club must devise strategies for sharing information with coaching staff, non-coaching staff, visitors, gymnasts, and their families in ways that are simple, easy-to-understand and age-appropriate. Appropriate signage and posters must be displayed throughout the club premises.

MR C. MOSTERT
E-SPORTS GYMNASTICS CLUB: DIRECTOR

Signed Electronically: 2020