



Franklin Gymsports Covid-19 Safety Plan

Franklin Gymsports are committed to the health and wellbeing of its staff and members. Franklin Gymsports have followed guidance from Worksafe, The Ministry of Health, Sport NZ and Gymnastics NZ to ensure we are taking all practicable steps to provide a safe environment for our staff and members.

This document outlines all the steps and procedures we have taken during this pandemic.

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| Name: Franklin Gymsports Inc. | Manager approval: | Worker representative consultation: |
| Version: 3 | | |
| Date completed: 24 th November 2021 | | |
| Date distributed: Version 3 – 10 th January 2022 | | |
| Revision date: 10 th January 2022 | | |
| | Name of manager: Michelle Miller | Name of worker representative: Jo Johnson |

| DESCRIPTION | ACTION | WHO IS RESPONSIBLE |
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| <p>What will we be doing to manage risks when re-starting business after Lockdown?</p> <p>Governance</p> | <ul style="list-style-type: none"> • Covid-19 Risk Assessments completed by Manager in consultation with staff and the committee. • Developed a Vaccination Policy for staff, members, volunteers, contractors, and anyone else entering Franklin Gymsports Facility. • Display the policy on our website and in the facility. • Implement Vaccination Certificates in line with the new Covid-19 Protection Framework introduced on 3rd December 2021. • Enable Friendly Manager to scan and record My Vaccine Pass to our client management system. • Policies and procedures well communicated to staff and members prior to opening. • Re-inductions to the workplace organized for all staff. | <p>Club Manager / Committee</p> <p>Coaches</p> <p>Administration staff</p> <p>Volunteers/</p> <p>Contractors/Members and anyone else entering Franklin Gymsports</p> |
| <p>Access to Franklin Gymsports facility and activities</p> | <ul style="list-style-type: none"> • Anyone entering the facility or accessing activities provided by Franklin Gymsports will sign in at the door. <ul style="list-style-type: none"> ○ Members will be signed in via Friendly Manager at reception ○ All other visitors must use the QR code to scan in or record their details and deposit into our contract tracing box at reception ○ Spectators will not be permitted in the facility at Level RED and ORANGE of the COVID-19 Protection Framework ○ Anyone entering the facility over the age of 12 years and 3 months will be required to provide their My Vaccine Pass at reception (unless there is an official medical exemption where this will be provided to management for | <p>Club Manager / Committee</p> <p>Coaches</p> <p>Administration staff</p> <p>Volunteers/</p> <p>Contractors/Members and anyone else entering Franklin Gymsports</p> |

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| | <p>further discussion)</p> <ul style="list-style-type: none"> Wellness checks will be carried out prior to entry for all staff. Contactless thermometer to be used for all staff prior to entry to the facility. | |
| Covid-19 Cleaning and Sanitisation | <ul style="list-style-type: none"> At RED maintain a minimum 15 minutes between classes to allow for cleaning and sanitisation of equipment, and for members to exit and enter the facility safely. Cleaning roster for staff in place. Surfaces, toilets, handles, chairs all cleaned prior to opening. All equipment to be sanitised prior to opening (with the exception of bars and beams which cannot be). | <p>Club Manager Coaches Administration staff</p> |
| Physical Distancing | <ul style="list-style-type: none"> 1m distance will be maintained at entry while waiting to enter the facility. 1m distancing will be maintained in the facility apart from when gymnasts are participating in their class as per the Sport and Recreation government guidelines. Groups will stay withing the class group and maintain 1m from other class groups. | <p>Club Manager Coaches Administration staff Volunteers/ Contractors/Members and anyone else entering Franklin Gymsports</p> |
| Face masks & PPE | <ul style="list-style-type: none"> All gymnasts over the age of 8 will be required to wear a facemask unless they are participating in their class. All coaches/staff/volunteers will be required to wear a facemask when interacting with others. Provide gloves for coaches if they need to administer first aid. | <p>Club Manager Coaches Administration staff Volunteers/ Contractors/Members and anyone else entering Franklin Gymsports</p> |
| Number limitations | <ul style="list-style-type: none"> New timetable for recreation to keep in line with the new Covid-19 Protection Framework at level RED, limited to 100 people inside the facility at any time at RED, and no limits at ORANGE/GREEN. Class groups stay within ratios – recreation 1 coach to 8 children, competitive 1 coach to 12 children, plus a buddy coach for groups with more than 10. | <p>Club Manager / Coaches All staff / Volunteers</p> |
| Other safety measures | <ul style="list-style-type: none"> Water fountain is closed, all gymnasts need to bring their own drink bottles. Toilets will have limited use when necessary, and will have a one in one out system. Gymnasts will need to ask permission from their coach to go to the bathroom. Gymnasts will need to be ready for training when they arrive, no extra bags will be permitted inside the gym. Where needed a sheltered space outside the gym will be provided, and santised after each session. No-one will be allowed in the building if they are showing any signs of being unwell. | <p>Club Manager / Coaches All staff / Volunteers</p> |

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| Returning to sport safely | <ul style="list-style-type: none"> Graduated return to classes competitive, slowly increasing hours. In daily meetings, reminder to keep expectations low, and do not push gymnasts too hard. Ensure safety checks on all equipment are carried out. | <p>Club Manager / Coaches</p> <p>All staff / Volunteers</p> |
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| How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19? | <ul style="list-style-type: none"> All staff will go through an induction prior to re-starting work. Coaches will give all gymnasts a site induction/briefing at their first training back on the changes/rules they will need to observe under the new Covid-19 Protection Framework RED Level. Information for ORANGE and GREEN setting will be communicated with Staff. Daily staff meeting to remind all staff of the new procedures, physical distancing rules and regular hand washing. Signs up around the gym, at entrances and each apparatus/circuit. Make staff aware of where gloves and facemasks are kept. Review processes at the start of each week. | <p>Club Manager</p> <p>Programme Leaders</p> <p>Health & Safety Officer</p> <p>Administrator</p> |
| DESCRIPTION | ACTION | WHO IS RESPONSIBLE |
| How will you gather information on the wellness of your staff to ensure that they are safe to work? | <p>Wellness Checks</p> <ul style="list-style-type: none"> Staff will sign in daily using the staff sign in sheet. Staff will be asked screening questions on entry to the building each day. Staff including contractors/volunteers will have their temperature checked on entry with a contactless thermometer. If Staff are unwell, they will not be allowed on the premises until they are symptom free for a period of 48 hours, or within the guidelines from the Ministry of Health. If staff become unwell during their time at work they must inform the Health & Safety Officer immediately, and follow the procedure in the Risk Assessment. | <p>All staff</p> <p>Health & Safety Officer</p> |
| How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19? | <p>Operations</p> <ul style="list-style-type: none"> Office staff will remain a minimum of 1 meter from each other at all times when in the office. A roster to office staff will be set to reduce the number of staff in the office at one time. Working from home will still be encouraged where possible. Offices will be cleaned between use including surfaces and equipment disinfected. Interactions with members will only be by email or at a safe physical distance. Interactions with other outside contacts will be done via online zoom meetings or on the phone. Coaches will maintain a physical distance of 1m from each other. | <p>Manager</p> <p>All staff to follow these procedures</p> |

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| | <ul style="list-style-type: none"> Staff will wear facemasks when interacting with others. | |
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| <p>How will you manage an exposure or suspected exposure to COVID-19?</p> | <ul style="list-style-type: none"> No-one will be allowed in the gym if they have been exposed or have had suspected exposure, and will not be able to return until we are satisfied there is no risk to others. If staff or a member becomes ill during a session, they will be immediately isolated and sent home in a private vehicle. Anyone that has been exposed or had suspected exposure will need to be tested. Self-isolation will be required for 14 days from date of exposure or within the recommendations from the Ministry of Health. Contact tracing will be carried out. Healthline will be contacted immediately. Franklin Gymsports will follow all guidance from the Ministry of Health. Staff or member may return to training after receiving a negative test result, or after 14 days isolation and symptom free. | <p>Manager Administrator</p> |
| DESCRIPTION | ACTION | WHO IS RESPONSIBLE |
| <p>How will you evaluate whether your work processes or risk controls are effective?</p> | <p>Evaluation</p> <ul style="list-style-type: none"> Weekly team meetings will be held with core staff to review processes and talk through any problems. Daily meetings with casual staff to update them of any changes, and to ask them for feedback. All meetings will be held within the physical distancing requirements. | <p>Manager All staff</p> |
| <p>How do these changes impact on the risks of the work that you do?</p> | <ul style="list-style-type: none"> Wearing masks will be difficult in a hot building through summer, staff will need to go outside for a break and fresh air between classes where they can remove their mask if a safe distance from others. Limit of numbers means no spectators in the gym, this can be difficult for reception and senior staff to manage at times, support of management is key here. | <p>All staff Manager / Receptionist</p> |

Notes:

This document will be reviewed weekly and adapted within the guidelines from the Government, Worksafe and our sporting advisors. Any changes will be noted and well communicated with staff and members. This document will be publicly available.