



Huntly Gymnastics Club

0274 176 275

Wight Street, Huntly 3700

huntlygymnastics@gmail.com

Our Plan

Are there any risks arising from restarting your business or a business activity that has been shut down during alert levels 4 and 3, and how will you manage these?

- **RISK:** Unclean surfaces.
- **ACTION:** Identify two willing parties to fulfil the following initial cleaning duties; Disinfection of all high traffic areas, surfaces, toilets, door handles, taps, railings etc. Floors for disinfecting and vacuuming. Cleaning will be done with 60% alcohol. Apparatus will need initial cleaning.
- **RISK:** Injury risk is high for both gymnasts and coaches returning.
- **ACTION:** Inform all coaches of the high risk of injury to both gymnasts and coaches over the first month of return to work and training. Instruct all coaches to create session plans that begin with drills, strengthening and injury prevention, before working toward full skills and routines. Coaches should begin with minimal to no spotting, once physical distancing guidelines are limited, as spotting too early may lead to coach injury.
- **RISK:** COVID19 infection of staff or participants.
- **ACTION:** Minimise risk of any infection by strictly adhering to all guidelines laid out by the Ministry of Health, Gymnastics New Zealand and Sport New Zealand.

How will you ensure all participants know how they are able to keep themselves safe from exposure to COVID-19?

- **ACTION:** Guidelines and rules will be posted on facebook and sent via email prior to the recommencement of classes. Instructions on guidelines and rules will be displayed at the door and throughout the Huntly Gymnastics Club. Instructions and guidelines will be discussed with participants at the beginning of each session throughout Alert Level Two, with staff enforcing these rules with the participants.



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How will you ensure all workers know how they are able to keep themselves safe from exposure to COVID-19?

- **ACTION:** Management to speak to in person or by phone call, emailing, posting on social media, and making available information on all guidelines laid out by the Ministry of Health, WorkSafe New Zealand, Gymnastics New Zealand and Sport New Zealand, to minimise risk of contracting COVID-19 highly visible. Likely in poster form, at multiple locations throughout the building. Staff are required to contact management in person, by phone call or via email, or text to acknowledge the receipt and understanding of the information.

How will you gather information on the wellness of your workers to ensure that they are safe and well to work?

- **ACTION:** Management to speak to in person, and email all staff with communication tree as follow's;
 - 1) If a staff member is feeling unwell, to first lodge time and date unwellness presented.
 - 2) Staff member is not come to work premises, for any reason.
 - 3) Staff member to call Club Manager Claire Packman-Brown on 0274176275, if unavailable, call Club Vice President Rebecca Bruning on 0224071098, if unavailable, call Esdale Hamilton 0274375354

How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?

- **ACTION:** By minimising risk of any infection by strictly adhering to all guidelines laid out by the Ministry of Health, Gymnastics New Zealand, WorkSafe New Zealand and Sport New Zealand.

How will you manage an exposure or suspected exposure to COVID-19?

- **ACTION:** Once made aware of an exposed or suspected exposure to COVID-19, management will adhere to the following procedure outlined by Ministry of Health and WorkSafe NZ;
 - 1) Advise manager Claire Packman-Brown on 0274176275 of the exposure or suspected exposure, if unavailable, call Club Vice President Rebecca Bruning on 0224071098, if unavailable, call Esdale Hamilton 0274375354
 - 2) Advise the exposed or suspected exposed staff or participant to self isolate at home and to call their GP, iwi Health Provider or Healthline on 0800 358 5453, not to go straight to a health provider unless in immediate danger.



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- 3) To inform all those who may have been in contact through the Huntly Gymnastics Club through a class or general work to self isolate and to call their GP, iwi Health Provider or Healthline on 0800 358 5453, not to go straight to a health provider unless in immediate danger. These persons will be identified by a strictly adhered to sign in and sign out sheet operated by the supervisor on duty. Pens and materials used for this process are not to be shared.
- 4) Workers with respiratory symptoms who have tested negative for COVID 19 are able to stay home until they've been symptom-free for 24 hours.
- 5) All areas where the worker has been be disinfected as soon as possible. (Staff member will be provided full PPE to ensure their safety through this cleaning process.) If further exposure is suspected, WorkSafe NZ and Ministry of Health will be contacted for guidance, with all effected parties encouraged to self isolate. All track and trace documents will be passed to authorities. Track and trace documents will otherwise be stored safely for 1 month as per Ministry of Health guidelines.
- 6) Management to stay in contact with unwell staff member or participant every 48 hours to provide guidance and support.

How will you evaluate, and continuously review, whether your work processes or risk controls are effective?

- Through staff and membership feedback, encouraged by email to huntlygymnastics@gmail.co.nz.
- Through number of COVID-19 cases tracked to the club, with the aim of zero cases.

How do any changes impact on the risks of the work you do?

- No impact on original risk of roles of staff or to membership, other than increased cleaning duties, and a one off training induction to new procedures.

Will you have the right people with the right skills to operate safely? This could be impacted, for example, by some workers not being available to work or the need to use different team rostering arrangements.

ACTION: Yes, appropriate staff have been identified and confirmed available for classes. All committee members are active and available.

Will you need to clean or ensure appropriate hygiene arrangements before occupying work spaces?

ACTION: The following, more stringent cleaning guidelines and timetable will be implemented once work, especially classes resume at the club;



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- a) All staff and participants will be required to wash / sanitise their hands on entry and exit of the club.
- b) All staff and participants will be required to wash or sanitise hands after every apparatus change during sessions.
- c) All staff and participants will be encouraged to sneeze and cough into their elbows.
- d) Wiping of all high traffic surfaces with disinfectant, such as benches, toilets, door handles, rails etc before and after every class, by supervisor or senior coach on duty.
- e) Floors to be moped and vacuumed every day after classes end.
- f) Where possible staff and participants will be encouraged to go to the toilet before reaching the club, though management acknowledges this is a difficult area to manage.

Will there be maintenance required for machinery and tools that haven't been used during alert level 4? For example, vehicles' warrants of fitness may have expired, or equipment may require a new compliance certificate or servicing.

- **RISK:** Degradation of gymnastics equipment, or club facilities while not in use.
- **ACTION:** Club Manager to complete health and safety check of all major, or high-risk equipment before work commences. Manager to complete check of running water, lighting, heating, cooling, cooking facilities before work commences.

How will you handle pick-ups and drop-offs?

- **ACTION:** One parent only is to drop off and pick up child. If a parent must stay they must remain in the mezzanine viewing area in clearly marked areas for social distancing of 2 meters. If siblings must accompany an adult during this time they must not enter the gym floor, touch equipment or stray from the seating area with their parent. Seating areas will be clearly marked with masking tape.

The current state of any hazardous substances on your site.

- **ACTION:** No hazardous substances or materials on site other than general cleaning.

Which workers will need to come into the workplace and why?

- **WHO?** Cleaning staff
- **WHY?** To ensure cleanliness guidelines are adhered to throughout the facility.
- **WHO?** Coaches
- **WHY?** To provide supervision and structure to classes
- **WHO?** Management
- **WHY?** To fulfil duties required that are unable to be done at home. To watch over best practice in line with standard guidelines as well as COVID-19 guidelines.



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- **How physical distancing will be achieved?**

ACTION: Up to 100 people are allowed into the gym at any given time. These 100 must be separated by bubbles of 10 people, including the coach. Separate bubbles must be separated by at least 2 metres, and any persons within a bubble must be separated by 1 metre.. Huntly Gymnastics will endeavour to keep participants within the Club to approximately 30 at any given time with as limited number of spectators as possible. Classes (bubbles) will be asked to walk in lines with 1 meters spacing and remaining in these lines for all drills, skills and turns on apparatus.

How you will work with other business or people who you interact with to ensure appropriate practices are followed by both their workers and yours?

- **RISK:** Nil
- **ACTION:** No other businesses or persons are onsite without invitation, or directly connected with participants or staff. ie: participants parents or staff's children.

What you have arranged to ensure the supply of essential equipment and products for cleaning and hygiene?

We are currently awaiting further clarification from Gymnastics New Zealand about how this can be one effectively and without damage to equipment. Please see the below statement from Gymnastics New Zealand.

"While personal hygiene practices are fairly straight-forward to understand and manage, understanding what cleaning is required, what products should be used and how this works with expensive gymnastics equipment, is currently much less clear. Gymnastics New Zealand (GNZ) continues to seek more information and clarity on what the frequency of cleaning required as well as products that fulfil requirements AND are safe to use on difficult to clean gymnastics equipment, and will share this as soon as it is available. We are in contact with Speith and Gymnova who are testing how their equipment reacts with cleaning products. "

Huntly Gymnastics Club has sought outside guidance on this issue, and have adopted the following strategies. Normal surfaces will be disinfected with high grade disinfectant, or sanitiser with an alcohol content of 70% plus. To maintain the surfaces of our equipment, Huntly Gymnastics will wipe major equipment once daily after all classes, with a diluted disinfectant. Combined with all bubble sanitising before and after equipment use, and encouraged to use good hygiene practices, we have taken steps above the current Gymnastics New Zealand's guidance.



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How you'll inform and if necessary, train workers on new processes, including how you check that workers have understood the training?

- **ACTION:** Management to speak to in person or by phone call or emailing and inform all staff of any new processes or training needed etc. Staff are required to contact management in person, by phone call or via email to acknowledge the receipt and understanding of the information. An initial induction will be held prior to recommencing business to train in new processes.

KIA KAHA HUNTLY!

If you are looking for more information on COVID-19 please visit the websites of

Ministry of Health

WorkSafe NZ

Sport New Zealand

Gymnastics New Zealand



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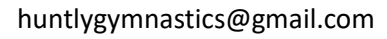
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COVID-19 track and trace information

(For exposed or suspected exposed staff, participants, visitors)

(Filled by management or committee member)

- Full name (not nickname).....
- Contact telephone number.....
- Address (for workers) or the name of the visitor's business.....
- Times and dates of possible exposure.....
- Reason for visits and duration each time.....
- **Full name (not
nickname)**.....
- Contact telephone number.....
- Address (for workers) or the name of the visitor's business.....
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[illegible]



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- **If you are unwell please do not enter our gym**
- **No touching others**
- **No sharing**
- **If you have flu-like symptoms please self isolate**
- **Ensuring social distance of 2 metres, or 1 meter in your training bubble**
- **Spectate ONLY if absolutely necessary**
- **Maintain good hygiene, particularly hand hygiene and good cough/sneeze etiquette, by doing this into your elbow**
- **We are keeping records to facilitate contact tracing**
- **We are cleaning and disinfecting regularly**

For a more detailed look at our COVID-19 plan, please see 'Our Plan' documents on our notice board.

The Huntly Gymnastics Team