

New & Updated Policies and Procedures (updated 6/18/2020)



These will be in place until it is deemed appropriate and safe to take another step towards full operations.

Physical distancing will be ongoing.

This document is subject to change. These Policies have been implemented to adhere to the State and County reopening requirements.

The OES has reviewed this document and stated "very well done, and above and beyond."

*Indicates item pending possible mandates

1. PARKING LOT

- a. Please be mindful and keep space in the parking lot and entry. We ask for physical distancing outside the building, as well as inside our entire facility.

2. DROP OFF

- a. Please utilize our drop off loop.
- b. Everyone will enter main doors.
- c. Parents enter and exit via main doors.
- d. Please arrive no sooner than 10 minutes prior to class.
- e. For check-in, or needing assistance please stand in line on marked spot out front.

3. PICK UP

- a. Once the gym is operating with back to back classes all athletes will Exit class on the north side of building through Rec room. Until then athletes will exit the same way they came in.
- b. When back to back classes begin: Pick up your child on the north side of the building. They will exit class from the Rec room to the blocked off parking area on north side of building, (same area where camps have outdoors time).
- c. When we do utilize north side exit: A coach will supervise children as they exit and get picked up by parent/guardian.
- d. To avoid parking lot traffic, please pull around and park on the north side of parking lot to pick up your child from class.
- e. We appreciate you picking up your child on time.

4. UPON ARRIVAL IF ENTERING BUILDING

- a. Do not enter the building if child or adult have ANY snuffle, cough, fever, or any other symptoms, including allergies. We cannot differentiate right now. For everyone's safety and comfort stay home if you have any symptoms. Applies to staff as well. Assess your health prior to leaving home. Everyone take their own temperature and assess their health prior to coming to PA. If any fever or symptoms of any sort in last 48 hours, please stay home.
- b. **High risk** individuals and those who live with high risk individuals should not enter the building. Older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.
- c. ***Temp checks.** We ask you to take your temperature and your child(s) to make sure nobody is running a fever prior to arriving at PA Gym. By arriving at PA Gym you are agreeing and attesting you have done temp checks on you and your child(ren), no fevers are present, and all are in good health, including those in your household. If someone in your house is sick, please do not come to PA until everyone is in good health. As we mark your child present for roll, this roll mark is your attestation that everyone present and in your household are in good health and have no fever and have been so for the past 48 hours. Employees required to do as well. If you or anyone in your

household has COVID-19 symptoms or has possibly been exposed to COVID-19 please follow the CDC instructions for self-isolation/quarantine.

- d. *Masks. Masks will not be required on those exercising. **We ask that you kindly wear a mask while in the entry & lobby.** Physical distancing will be applied throughout. Masks are required when within 6' of others, however we have restructured our operations to accommodate for 6' of physical distancing.
- e. Wash In and Wash or Sanitize Out. Everyone (children and adults) entering the gym must wash up as the first thing they do. Wash with soap and water for at least 20 seconds. One family at a time in bathroom. One person at a time if non household. Both restrooms are designated Co-Ed. If potty emergency, use stall far away from other. Stand on marks when waiting for sink or stall.
- f. Handwashing, good respiratory etiquette, and avoiding touching face always apply.
- g. Bring in only your essentials. Limited cubby space.
- h. Follow traffic flow markers
- i. Keep your distance from others, be aware of your surroundings.
- j. *If anyone shows symptoms while present, we will make sure there is no emergency and then they will be asked to leave until well. If a child shows symptoms and no parent is on site, we will isolate the child in Tumble Bug's garden and supervise them until parents can pick them up, and they will exit the building through the exterior man-door from TB's garden room.

5. OFFICE

- a. There is a possibility of future shutdowns. We cannot offer any refunds. Account credit will be applied to athletes who train/paid for three or more time per week. Makeups, applied to athletes who come two or fewer days per week, make ups due to this situation will have no expiration date.
- b. Avoid crowding at office. Stand on marks until the office can assist you personally.
- c. Payments can be made in person, on the phone, mail in, credit card, cash or check, and or payment box on wall near rec room (checks only for payment boxes).

6. ADDITIONAL WAIVERS AND FORMS

- a. *Reporting policies and action if case enters PA. We are following the policies set forth by SLOPHD.
- b. *PA CoVid statement & PA Waiver update. Clients read & sign.
- c. *State/County Infectious disease flyers available and posted.
- d. Staff and Clients will report any Covid exposure to supervisor.
- e. Leslie is our CoVid point person should you have questions or concerns. LesliePAGym@gmail.com

7. CLASS STRUCTURE AND SCHEDULES

- a. Class schedules
 - i. Our schedule is limited at first. We will expand the schedule as permitted to safely do so. We will begin with Team, a couple weeks later add Rec, then PS and other events will eventually follow.
- b. Classes are staggered to maintain physical distance, and reduce lobby congestion.
- c. Class size limited
- d. *We are operating under 25% of max cap and will increase as permitted and deemed safe and appropriate to do so.

8. FACILITY

- a. We have redone our viewing areas to accommodate for physical distancing. Please keep the chairs where we have them. Only a limited number of people can be in lobby/viewing area at one time. Our staggered class schedule will accommodate this.
- b. The study hall is closed.
- c. Adult fitness area is closed.
- d. Gym-N-Learn area is closed.
- e. Tumble Bug's Garden is closed.

- f. We have excellent fresh air flow via our roll up doors and those will be open as much as the weather permits.

9. VIEWING AREAS

- a. Limiting number of people watching class.
- b. We ask that just one parent/ guardian come in. Take advantage of our drop off loop. Please avoid bring extra family members and or friends.
- c. Limited seating. Keep walkways clear, follow marked path, please don't move chairs
- d. Upstairs viewing area for silks class only, please don't move chairs.

10. CLASS PROCEDURES

- a. Class will start at front gate. Athletes will stand on marks. Keeping distance.
- b. Classes will finish in rec room and be excused out the exterior rec room door under coach supervision. Parents doing drive by pick up, pick up outside north end of building. Parents exit main entry, Rec room exit for athletes only.
- c. Rec: bring a gym bag to store items in cubbie. Cubbies are set with a minimum of 6' distance between other cubbies. Bring a water bottle.
- d. Team: Personal lockers will still be available for use ONE at a time.
- e. There will be no group snack break for classes/camps under 4hrs. No fridge or microwave available to students/clients. We suggest eating a healthy snack before you arrive at gym, and eat again when you get home. Full Day Campers will eat out front supervised and distanced. No food sharing.
- f. After class upon arriving back at home, we suggest coaches & athletes shower.
- g. Coaching Procedures: The coaches have always had a rotation schedule to follow, we have streamlined this to accommodate for constant physical distancing.

11. Bathroom policies

- a. Use bathroom prior to arriving at gym. One person in bathroom at a time. Be patient.
- b. No drinking fountain. Bring a water bottle. **Drinking fountain can be used for water bottle refills.**
- c. ***Vending machines access available through office.**

12. Equipment and rotations standards

- a. No chalk bucket. Athletes use personal one gallon baggie, or tupperware to store their chalk. A limited amount of powder chalk will be provided by PA to team athletes once a week. Name on storage container, keep in locker. Or choose to purchase personal spray chalk.
- b. We are not sharing small equipment/props during class.
- c. ***Competition apparatus (bars, beam, vault) may have kids taking turns on same apparatus, keeping physical distancing and/or child stays on specific set for entire rotation. Hand sanitizer or clean between turns, if taking turns (ex: bars) as much as possible.**
- d. Less props in use. No Toys.
- e. No loose foam Pits.
- f. Classes will follow traffic flow markers.

13. Cleaning policies: While we have always maintained daily cleaning regimens and professional services weekly, we have upped our pro services to twice a week for high use areas, and our staff daily cleaning and disinfecting schedule is posted on wall for you to view. Coaches will also clean & disinfect equipment used after each class.

14. General Employee guidelines

- a. Employees shall follow all policies and protocols listed in this document.
- b. ***Coach guidelines and specifics**
 - i. No gems. Only staff in stereo cabinet.
 - ii. One at a time in staff room.
 - iii. After class and all kids picked up, coach goes and cleans everything they used.
 - iv. Place your used items in 'Used pile' so other classes know not to use those.
 - v. Used mat pile will be located floor C, and UB A near roll up.

- vi. Hand sanitizers wall stations located throughout gym.
- vii. If class vaulting and class on floor, keep floor class on bars side of floor, not on V side.
- viii. Run classes keeping 6'- 8' minimum space between other people and students
- ix. No spotting or shaping.

This document is subject to change.

We look forward to seeing kids flipping and smiling in the gym!

PLEASE RETURN ONLY THIS SIGNATURE PAGE OF THIS POLICY DOCUMENT TO THE OFFICE. HARD COPY OR DIGITAL VERSION BOTH ACCEPTED.

Please PRINT YOUR NAME, SIGN YOUR NAME, and LIST THE DATE

PRINT

SIGN

X

X

DATE

X
