

REOPENING PRIME DURING CORONAVIRUS (COVID-19)

DATES

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| Version 1 first published: | 27 th July 2020 |
| Version 2 first published: | 31 st August 2020 |
| Version 3 first published: | 19 th July 2021 |
| Next review due: | 16 th August 2021 or following any updates from BG or UK Govt |

INTRODUCTION

The UK Government lifted most Covid-19 legal restrictions in England on 19th July 2021. While infection rates remain high and isolation after contact is necessary for the vast majority of the population, we have chosen to retain many of our previous Covid procedures.

Prime has undertaken comprehensive risk assessments at every stage of our reopening in consultation with staff and prepared appropriate documentation. We have considered the risks faced by anyone who may enter our Centre and done everything reasonably practicable to minimise them, recognising that we cannot completely eliminate the risk of Covid-19.

This document details the measures that Prime has taken to ensure that our staff, members, parents, visitors and suppliers are as safe as possible when using our Centre. While the pandemic continues, we will review these measures regularly, at least annually and after every UK Govt or British Gymnastics (BG) update, and we will update this document accordingly.

This document was originally compiled and is updated based on the guidance provided by:

- (a) UK Government in consultation with Public Health England (PHE) and the Health & Safety Executive (HSE) [here](#)
- (b) Our governing body, British Gymnastics (BG) [here](#)

References in this document to 'parents' of course include guardians, carers, grandparents and other relatives or anyone bringing gymnasts to the Centre. The term 'parents' is used just for simplicity. Some information is repeated in more than one section.

Prime appointed Jo Murray as Covid-19 Officer, to be responsible for ensuring there are measures in place to mitigate the risk of Covid-19 within the Centre. If you have questions or concerns, Jo can be contacted by email at jo.m@primeacrobatics.com.

As Government and NHS advice and guidance changes regularly, it is important that staff and parents take responsibility themselves for keeping up to date with the latest information. This document does not supersede any laws or Government or NHS advice.

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PLACES – our Centre

Capacity

BG had provided specific guidance on capacity and group sizes. This advice no longer applies and Prime may gradually increase its class sizes to a level it considers safe in accordance with risk assessments.

We are taking a cautious approach and many measures remain in place.

The kitchen/ café area remains closed to members and we continue to ask that parents and gymnasts wait outside until they are called into their class.

The boys' and the girls' toilets areas have been reopened.

We are re-introducing our make-up system where members can swap sessions they are unable to attend. Please note these are never refundable.

Cleaning

We believe our cleaning schedule has always been exceptionally good when compared with similar facilities. We continue to clean and sanitise all areas, particular those with high levels of shared use. As a summary:

- All staff are encouraged to regularly wash their hands and sanitise shared surfaces.
- Gym equipment is sanitised between users and classes where possible.
- All areas in use at the Centre are thoroughly cleaned after the last session each day.

Signage

We continue to display a Q-code poster in the Centre for those who wish to use the NHS-Covid-19 app.

Ventilation

We continue to open windows and doors for ventilation wherever appropriate and weather permitting. Fans may be used beside open windows/ doors to boost natural air circulation based on guidance stating that increasing the rate of supply of outside air is recommended wherever practical to help dilute any airborne contamination.

PROGRAMMES – our classes

We aim to maintain social distancing, and club classes will continue to be non-contact; there will be no physical supporting of gymnasts. An exception to this would be any situation where the immediate risk is greater than the potential risk of contracting Covid-19; eg if a coach can see that a gymnast is at risk of an immediate injury, they will take appropriate action to try to avoid that happening.

Limited coach contact has taken place from 16-May-21, within BG guidelines, to enable BG coach assessments to take place and in some Plus Groups. Parents, gymnasts and coaches were all only involved once they had signed an Opt-In Agreement.

Drop-in classes

The replacement of our drop-in classes by short courses was a great success so we will retain this for our Fun4Baby, Flying Fossils and some Additional Needs classes.

Studio

- Prime mats may only be used underneath users' own mats and, if used, must be sanitised immediately afterwards;
- Hirers must keep records including contact information for all their users.

PROTECTION – managing risk

When should parents not bring their child to class?

- Parents must not bring their child to the Centre if either they or their child has Covid-19, or if either one is, or should be, self-isolating/ quarantining in line with the latest Government or NHS advice.
- Parents or children displaying symptoms of Covid-19 must take a PCR test and not come to the Centre until they have either received a negative test result or completed isolating in line with the latest guidance set out by the NHS.
- Parents are asked that if their child feels unwell in any way they **don't** bring them to the Centre.

Before arrival at the Centre

- The water fountain inside the gym must not be used for face-to-face drinking, so we recommend that gymnasts bring a drink in a suitable container **clearly labelled with their name**.

On arrival at the Centre

- Parents are asked not to enter the Centre unless they are participating with their child in a pre-school class.
- Parents will be required to park and remain in their cars or use the outside tables/ area while waiting for the 'meet-and-greet' coach to indicate that they are ready for the gymnasts to enter the Centre.
- Parents of Fledglings and Gyminis are asked to accompany their children into the building to assist with changing and toileting before class.
- Parents of children in classes of Junior 1 age or younger, are asked to remain close by so that we can find them in case their child becomes upset – either in their car, outside the area immediately to the front of the Centre or outside/ inside the Heather Farm café. Parents accompanied by children other than the gymnast attending are responsible for supervising them at all times.
- If we know or have a suspicion that a gymnast is infected with Covid-19 they will not be allowed inside the Centre.

Seating, food and drink

Our café/ kitchen area is only available for staff, so there will be no drinks or seating available inside for parents or members.

Toilets and shower

A non-touch hand drier and/ or paper towels will be available.

Entering and exiting the building

- Entry and exit points will be controlled by Prime staff. A meet-and-greet coach will signal for the gymnasts to come in through the front door when their session is due to start. Parents are asked not to let their child come into the building before the coach signals for them.
- The gymnasts will be guided from the main door, asked to use the hand-sanitising station, and then follow a specific route towards the gym door. They will be given time to place their shoes in the pigeon-holes before entering the gym. The same procedure in reverse will be followed at the end of each class.

Face coverings and PPE

In the context of the coronavirus outbreak, a face covering is something which safely covers the nose and mouth, which are the main confirmed sources of transmission of the virus that causes Covid-19.

There is no requirement for parents in preschool classes to wear face coverings, however we encourage those who wish to wear a mask to help keep other families safe, particularly pregnant women, who are considered clinically vulnerable.

- Staff administering **first aid** will wear PPE comprising of fluid repellent mask, single-use gloves and single-use aprons.
- Staff performing **cleaning** duties will wear PPE comprising of fluid repellent mask, single-use gloves and single-use aprons.

NHS Test & Trace – data privacy

- Parents are asked to inform Prime as soon as possible if their contact details, or those of the emergency contacts we have on record, have or may have changed. It is always essential that we have up-to-date contact information.
- We no longer have a legal responsibility to keep a record (for 21 days) of names, dates and times of entry and exit for everyone who enters the building and their contact details. Our normal operations procedures mean we are aware of who is in our building and all visitors are asked to sign in and out for Fire Regulations purposes.
- Prime will support NHS Test & Trace, although parents can choose to opt out if they wish. Should such a request be received from NHS Test & Trace, we will email all parents in the relevant class/es to inform them of the request and give a 12-hour opt-out period. We will not share information with NHS Test & Trace for those who opt-out.
- A QR code poster is on display in our main entrance for use with the NHS Covid-19 app. Anyone entering the building may use their phone to scan our QR code poster if they wish.
- We updated our Prime Acrobatics Privacy Notice to take account of the previous Test & Trace measures: [Prime Privacy Notice updated 27-July-2020.pdf](#).
- Please see ‘What will happen if someone falls ill?’ later in this document.

Office and front desk

- The ‘hatch’ at the front desk/ reception has been fitted with a clear acrylic screen.
- Desks have been reconfigured and staff now sit back to back.
- The number of staff working in the office has been reduced and our Treatment Room converted to a staff room.
- Staff are instructed to sanitise office phones between users.
- The use of hardcopy paperwork has been minimised:
 - Documents that require completion by parents will be emailed for completion electronically (with instructions on how to do so), although parents may request that hard copies are posted to them and then return them by post;
 - Prime has a process in place for all HR documents to be completed electronically;
 - We are in the process of building a parent portal, where all relevant documents will be available in the future;
 - Class registers are already managed by coaches using iPads.

Payments

- Cash payments are discouraged.

- Payments must be made by standing order, bank transfer/ online, via our parent portal or by credit/ debit card over the phone.

Lost property

Parents should contact the office if they believe an item has been left behind and we will endeavour to re-unite them. Prime cannot be held responsible for any items which go missing or are left behind.

In the gym

- Gym equipment will be sanitised between users and classes wherever possible.
- When it is not practical to clean equipment between users, gymnasts will be asked to use one of the hand-sanitiser stations within the gym.
- Hand sanitiser and antibacterial wipes are available in orange buckets in multiple locations within the gym for those who wish to use them.
- The water fountain inside the gym must not be used for face-to-face drinking, so gymnasts may bring a drink in a suitable container **clearly labelled with their name**. Parents of pre-school gymnasts will be asked to leave bottles in the black pigeon-holes just outside the gym door; older children can take their bottles into the gym and leave them on a windowsill with their name label visible. Each 'pod' coach will indicate which windowsill their group should use and remind the gymnasts to collect their bottles as they leave the gym.
- Prolonged raised voices and singing should be avoided because of the potential for increased risk of transmission from aerosol and droplet transmission. Gymnasts with hearing impairments will be placed closest to their coach and if coaches are wearing face coverings, these will be clear visors.
- Where personal gym equipment is required, such as gloves, chalk, etc, each gymnast should bring their own and take it home.
- No spitting is allowed – water spray can be used.

Spectators, visitors and deliveries

- Spectators will not be allowed into the Centre yet.
- Although we understand that parents may wish to watch their children in their classes, to avoid accidents we do ask that parents don't call out, wave or otherwise distract any children, or talk loudly immediately outside open windows/ doors.

What will happen if someone falls ill at the Centre with symptoms of Covid-19?

- If a staff member becomes ill with symptoms of Covid-19 at work, a colleague will put on PPE and move the staff member outside or to the treatment/ staff room and call their emergency contact and ask them to collect the staff member immediately.
- If a gymnast becomes ill with symptoms of Covid-19 while at the Centre, a coach will put on PPE and move the gymnast outside or to the kitchen area (out of bounds for other users) and call their parents/ emergency contact/s and ask them to collect the gymnast immediately. Coaches would do this as discreetly as possible, support the gymnast emotionally throughout the process and be very mindful of the child's feelings.
- If a parent participating in a pre-school class becomes ill with symptoms of Covid-19 while at the Centre, a coach will put on PPE and move the parent and child outside or to the kitchen area (out of bounds for other users) and call their emergency contact/s and ask them to collect the parent and gymnast immediately. Coaches would do this as discreetly as possible and support both the parent the child emotionally throughout the process.
- All areas/ surfaces that the ill person has been in contact with will be cleaned thoroughly and everyone who has come into close contact with that person will be notified of the possibility and instructed to immediately wash their hands.

- The coach who dealt with the ill person will inform their Line Manager, our Covid-19 Officer and our Welfare Officer at the earliest possible opportunity.
- The staff member or parent of the gymnast must then follow the latest NHS guidance on isolation and testing and not return to the Centre until they have done so: <https://www.nhs.uk/conditions/coronavirus-covid-19/>.

Suspected cases of Covid-19

- Staff and parents of gymnasts who suspect they or anyone in their household may have Covid-19 must follow the latest NHS guidance on isolation and testing: <https://www.nhs.uk/conditions/coronavirus-covid-19/>.
- Anyone who tests positive may receive an email, text, app alert or call from the NHS Test & Trace service or someone who works for their local council. They will be asked for information on where they have been recently and to provide names and contact details of anyone they were in close contact with in the 48 hours before their symptoms started (if they know these details).
- A 'close contact' is defined as a person who has been close to someone who has tested positive for Covid-19 anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others).

Confirmed cases of Covid-19

- If Prime is informed that one of our gymnasts has tested positive, we will email all staff and parents of gymnasts who may have come into close contact with the infected person at the Centre. We will not divulge the name or any details of the infected person. We will not share with NHS Test & Trace any names or contact details at this stage.
- If Prime is asked by NHS Test & Trace to provide names, contact details and entry and exit dates and times for staff and members in relation to a specific positive test, we will email the relevant staff and parents to inform them of the request. We will then provide the data requested to NHS Test & Trace after a period of 12 hours, except where parents or staff have chosen to opt out. Please see the section earlier in the document PROTECTION NHS Test & Trace – data privacy.
- When we are informed that a staff member or a gymnast who has been at our Centre has tested positive, our Covid-19 Officer or a Prime Director will inform the relevant authorities and act on the advice they give us. These may include:
 - British Gymnastics.
 - The local Health Protection Team, PHE Surrey and Sussex (South East) in Horsham PHE.sshpu@nhs.net;
 - RIDDOR: There is no requirement under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) to report incidents of disease or deaths of service users from Covid-19. Cases will be reported under RIDDOR to environmental.health@woking.gov.uk when one of these circumstances applies:
 - An accident or incident at the Centre has, or could have, led to the release or escape of Coronavirus (SARS-CoV-2). This will be reported as a dangerous occurrence;
 - A worker at the Centre has been diagnosed as having Covid-19 attributed to an occupational exposure to Coronavirus (SARS-CoV-2). This will be reported as a case of disease;
 - A worker dies as a result of occupational exposure to Coronavirus (SARS-CoV-2). This will be reported as a work-related death due to exposure to a biological agent;

PEOPLE – our staff

Staff training

All staff have been comprehensively trained in our updated procedures and a log kept of which staff have been trained.

Discrimination

We continue to comply with our existing obligations, including those relating to individuals with protected characteristics and acknowledge that all staff, volunteers, job applicants, members, participants and their families are entitled to be treated fairly regardless of sex, gender reassignment, sexual orientation, age, marriage and civil partnership, parental or marital status, pregnancy and maternity, disability, religion or belief, colour, race including nationality or ethnicity and socio/economic background.

Changes in working practices

In addition to the measures detailed within this document:

- Staff have been informed that they must not come to work if they are showing any symptoms of **any** illness which may be infectious.
- The symptoms of Covid-19 have been explained and staff have been advised to follow the latest NHS guidance if they are showing any of the symptoms. Their rights to Statutory Sick Pay when isolating or ill have been explained.
- Staff are working in fixed teams wherever possible. Changes to roles and responsibilities within each fixed team have been explained, along with PPE and cleaning requirements for each role.
- The safe use of face coverings, PPE and cleaning products has been explained.
- Travelling to work has been discussed with staff and advice given on public transport and the use of face coverings, car sharing, cycling, walking or running to work.

Staff Testing and Vaccination Policy

Prime does not have the capacity to run regular asymptomatic staff testing onsite. Many of our staff are already regularly tested elsewhere and we encourage staff to sign up for one of the free rapid lateral flow testing schemes. Everyone can access free, regular, rapid coronavirus testing via various methods, including an online home ordering or pharmacy ordering service.

<https://www.gov.uk/government/news/new-campaign-urges-public-to-get-tested-twice-a-week>

We have no current plans to implement a staff vaccination policy but are supportive of those who need time off work to receive their vaccinations.

Volunteers

The protective measures we have implemented ensure that volunteers are afforded the same level of protection to their health and safety as our staff and customers.

Raising a concern

How to raise a concern relating to Covid-19:

- Email Prime's Covid-19 Officer, Jo Murray: Jo.M@primeacrobatics.com
- Prime staff can speak in person to, phone or email their Line Manager or a Prime Director using the contact details on the Staff Contact List.
- If your concern has not been addressed, you can contact Environmental Health at Woking Borough Council: environmental.health@woking.gov.uk.