

OPERATIONS AT PRIME DURING CORONAVIRUS (COVID-19)

DATES

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INTRODUCTION

The UK Government lifted most Covid-19 legal restrictions in England on 19th July 2021. Following discovery of the Omicron variant in late November 2021 some rules and advice on self-isolation, face coverings and quarantining were changed. As infection rates remained high, we chose to retain some of our previous Covid procedures, although others had been relaxed or removed. On 1st January 2022 we thoroughly reviewed all our Covid operations and are introducing some new measures.

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 is currently taking 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 can change 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.

PRIME CONTACT DETAILS

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PLACES – our Centre

Key points

We are taking a cautious approach and have introduced some new temporary measures while Covid rates are at their highest since the pandemic began.

Parents are advised to keep an eye on their emails and our social media in case further restrictions are introduced at short notice or classes have to be cancelled.

From 1 January 2022:

- Members, visitors and staff are asked not to enter our facility if they feel or appear to be unwell, unless they have tested negative for Covid-19 in the previous 24 hours. We may ask you to leave if we have good reason to believe you may be infectious.
- Members, visitors and staff must follow current NHS isolation rules: <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>
- Members, visitors and staff must follow current travel and quarantine rules: <https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>

Face coverings

- Although not mandatory in leisure facilities by law, we are now asking all staff and to wear a face covering throughout our centre, including the gym, unless they are exempt, or when exercising, eating, drinking or presenting educational content. Staff will wear a face covering when coaching, except where safety could be compromised, eg a coach believes a gymnast is/ gymnasts are unable to hear or lip-read clearly their instructions when they are wearing a face covering.
- We continue to strongly advise all parents participating in pre-school classes to wear a face covering in the gym (unless exempt) to help keep other families safe, particularly pregnant women and others who may be clinically vulnerable. If you have not previously worn a face covering in class, please consider wearing one now while rates are so very high. Coaches in preschool classes will read a set script to ensure our messaging is consistent.
- All visitors and members over the age of 11 (unless exempt) must now wear a face covering when using communal spaces at the club, ie reception, kitchen/ café area and toilet facilities.
- Face coverings should not be worn when exercising or performing gymnastics.
- Out of respect for those who are exempt, we won't be directly challenging anyone who isn't wearing a face covering, but we do ask that you comply with these new measures if possible so we can keep our members and staff as safe as possible.

Testing and reporting for Covid-19

- Staff who have one shift per week have been asked to perform a lateral flow test the evening before they come to work. Staff who have two or more shifts per week have been asked to perform lateral flow tests at least twice a week.
- Parents are kindly asked to ensure that school-age children in classes at Prime are regularly tested, and ideally in the 24 hours prior to their class.
- NHS Test and Trace does not notify Prime of individual cases; they only contact us if several cases have been reported by people who have been at Prime on the same day (this has happened once in the 18 months since we re-opened). If your child tests positive and has been at Prime in the 48 hours prior to showing symptoms or testing positive, please email contact@primeacrobatics.com so we can send an email to parents (and coaches) in that class for their information. No names or other details will be mentioned, other than that a case has been reported.

Office and staff room

- No more than 4 people at a time are allowed in the office and 1m social distancing must be maintained. Face coverings must be worn and the window open whenever possible.
- Staff must take responsibility for sanitising phone handsets, keyboards, mice and other equipment between users.
- No more than 2 people at a time are allowed in the staff/ treatment room and 1m social distancing must be maintained. Face coverings must be worn and staff are reminded there is no ventilation to the room except when the door is open, so caution is advised.

Other measures

- Everyone who enters the building must use the hand-sanitiser provided at the entrance.
- Everybody, including gymnasts and staff, should aim to keep at least 1 metre apart from others.
- Maximum ventilation remains a key priority – doors and windows will be open wherever possible.
- Please bring your child into the Centre 5 minutes before the start of their class - parents and gymnasts no longer need to wait outside to be called into their class.
- Parents of Fledglings and Gyminis are asked to accompany their children into the building to assist with changing and toileting before class and remain in or close to the Centre in case their child needs them.
- The kitchen/ café area is open to members – please be considerate of others, wear a face covering, exercise common sense and don't remain in the area if it becomes very crowded.
- Please bring your own reusable mugs/ cups for drinks (and remember to take them home with you).
- The water fountain in the gym may not be used for face-to-face drinking and cups will not be allowed in the gym, so gymnasts are encouraged to bring a name-labelled water bottle to class.
- We continue to aim for regular and consistent teaching groups.
- The use of hand-sanitiser between each piece of apparatus continues.
- While coaches are still encouraged to teach from a distance of approx 1m, some contact/ support coaching will take place where appropriate, eg to ensure the safety of gymnasts when making first attempts at a new skill or for nervous gymnasts. Coaches will wear a face covering during each support/ contact and use hand-sanitiser immediately before and afterwards.

From 19 July 2021 we re-introduced our make-up system where members can swap sessions, they are unable to attend. Please note that 24-hours' cancellation notice must be given and make-ups are never refundable.

Capacity

BG had provided specific guidance on capacity and group sizes. This advice no longer applies and Prime is gradually increasing some class sizes to a level we consider safe in accordance with risk assessments, always ensuring BG coach to gymnast ratios are maintained as a minimum.

In pre-school club classes a second adult may accompany the gymnast. During school holidays, well-behaved siblings may sit in or follow their parent around the circuit, although they may not use the equipment, and if a class should become overcrowded, we will have to take further measures.

Cleaning

We believe our cleaning schedule has always been exceptionally good when compared with similar facilities. We continue to clean and sanitise all areas, particularly 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.
- Mats and 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.

Air conditioning units in the studio will not be used since they do not bring in fresh air from outside.

PROGRAMMES – our classes

While coaches are still encouraged to teach from a distance of approx 1m, some contact/ support coaching will take place where appropriate, eg to ensure the safety of gymnasts when making first attempts at a new skill or for nervous gymnasts. Coaches will wear a face covering during every support/ contact and use hand-sanitiser before and afterwards.

Drop-in classes

The replacement of our previous drop-in classes by short courses was a great success so we will retain this for our Flying Fossils and some Additional Needs classes. Fun4Baby classes can now be prebooked online via our member portal or parents can drop in and pay on entry (subject to capacity). New adult fitness classes are held on Fridays 7:45 to 8:30pm in our studio and should be pre-booked on our member portal.

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 and could possibly have any contagious illness, 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

- Please use the hand-sanitiser provided.
- Parents of Fledglings and Gyminis are asked to accompany their children into the building to assist with changing and toileting before class.
- Parents accompanied by children other than the gymnast attending are responsible for supervising them at all times.
- If we know or suspect that a gymnast is infected with Covid-19 they will not be allowed inside the Centre.

Seating, food and drink

- The kitchen/ café area is open to members – please be considerate of others, exercise common sense and don't remain in the area if it becomes very crowded.
- Please bring your own reusable mugs/ cups for drinks (and remember to take them home with you).

Toilets and shower

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

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 legal requirement for face coverings at leisure facilities, however from 1 January 2022 as a temporary measure we are asking people to wear one in our centre (see Key points section on page 3).

- 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, however we have chosen to do so. 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 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 and equipment 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 under £3 are discouraged, except for snacks/ drinks.
- Payments should be made by standing order, bank transfer/ online, via our member 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.

Spectators, visitors and deliveries

- Spectators who are accompanying gymnasts may enter the Centre or watch classes from outside. We have very limited space inside for viewing.
- 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.

In the gym

- Gym equipment will be sanitised between users and classes where reasonably 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**.
- Prolonged raised voices and singing should be minimised 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.

- 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.

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 may 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 or staff members has a positive PCR test and has been at the Centre in the 48 hours prior to onset of symptoms or testing, 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 and contact details for staff and members in relation to a specific positive PCR 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.

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 continue to work 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.