



COVID-19 SAFETY PLAN

NSW Association/Kachan School of Tumbling & Performance

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Version	1
Rebecca Kachan is responsible for this document	

Template Instructions

1. The Australian Institute of Sport (**AIS**) has published a “Framework for Rebooting Sport in a COVID-19 Environment” to inform the resumption of sporting activity in Australia, including community sport. Sport Australia has separately developed a “Return to Sport Checklist for Clubs and Associations” that provides operational guidance to local sporting clubs and associations on considerations that should be taken into account to appropriately resume sport and club operations.
2. To support the AIS and Sport Australia return to sport documents, Sport Australia has developed this COVID-19 Safety Plan template. This template can be used by associations and clubs to consolidate their planning for the resumption of activities at its club. Your association/club should review the Sport Australia Checklist and document its operational requirements for return to sport in the Appendix to this COVID-19 Safety Plan.
3. Yellow highlighting within brackets i.e. [] indicates further information is required from an association/club prior to finalising and adopting the COVID-19 Safety Plan. Before finalising, insert relevant information where highlighted in yellow and delete these template instructions.
4. Your association/club’s COVID-19 Safety Plan should be appropriately ratified within your club’s governance arrangements and regularly reviewed to ensure it remains fit for purpose and aligned with the AIS Framework, government restricted activity measures, public health advice and health and safety laws.
5. **DISCLAIMER:** This template does not constitute legal or health and safety advice. A club should take its own professional advice regarding the development and contents of its COVID-19 Safety Plan.

Table of Contents

1. Introduction	4
2. Key Principles	4
3. Responsibilities under this Plan	5
4. Return to Sport Arrangements	5
4.1 AIS Framework Arrangements	5
4.2 Roadmap to a COVIDSafe Australia	6
5. Recovery	6
Appendix: Outline of Return to Sport Arrangements	7
Part 1 – Sport Operations	7
Part 2 – Facility Operations	10

1. Introduction

The purpose of this COVID-19 Safety Plan (**Plan**) is to provide an overarching plan for the implementation and management of procedures by Gymnastics NSW to support Kachan School of Tumbling & Performance (KSTP) and its members and participants in the staged resumption of community sport and club activities.

The arrangements set out in this Plan are intended to prevent the transmission of COVID-19 among members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community. The Plan provides the framework to govern the general operation of the GymNSW, any facilities it controls, the playing/training behaviour of all members and participants and the monitoring and reporting of the health of attendees at KSTP facilities.

This Plan includes, but is not limited to, the conduct of:

- a. staged training and competition activities (sport operations); and
- b. facility management and supporting operations (facility operations).

At all times the Plan is subject to all regulations, guidelines and directions of government and public health authorities.

2. Key Principles

This Plan is based on, and accepts, the AIS [Framework for Rebooting Sport in a COVID-19 Environment](#) (**AIS Framework**) and the [National Principles for the Resumption of Sport and Recreation Activities](#) (**National Principles**).

The Plan also accepts as key principles that:

- The health and safety of members, participants, coaches, officials, administrators/volunteers, visitors, families and the broader community is the number one priority;
- Members, participants, coaches, officials, administrators/volunteers, families and the broader community need to be engaged and briefed on GymNSW/KSTP's return to sport plans;
- Facilities are assessed and appropriate plans are developed to accommodate upgraded hygiene protocols, physical distancing and other measures to mitigate the risk of transmission of COVID-19;
- Training cannot resume until the arrangements for sport operations and facility operations are finalised and approved, if necessary; and
- At every stage of the return to sport process KSTP must consider and apply all applicable State and Territory Government and local restrictions and regulations. KSTP needs to be prepared for any localised outbreak at our facilities, within our competitions or in the local community.

3. Responsibilities under this Plan

KSTP retains the overall responsibility for the effective management and implementation of the return to sport activities and operations outlined in this Plan.

Rebecca Kachan of KSTP is responsible for:

- Approving the Plan and overseeing the implementation of the arrangements in the Plan; and
- Revising the Plan as required, ensuring it reflects up to date information from government and public health officials.

KSTP Club Management has appointed the following person as the person as COVID-19 Safety Coordinator to execute the delivery of the Plan and to act as a point of contact for information relating to this Plan:

Name	Rebecca Kachan
Contact Email	info@kstp.com.au
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KSTP expects all members, participants, coaches, officials, administrative staff and volunteers to:

- Comply with the health directions of government and public health authorities as issued from time to time;
- Understand and act in accordance with this Plan as amended from time to time;
- Comply with any testing and precautionary measures implemented by Gymnastics NSW/KSTP
- Act with honesty and integrity in regard to the state of their personal health and any potential symptoms; and
- Monitor their health and take a cautious approach to self-isolation and reporting of potential symptoms.

4. Return to Sport Arrangements

[As at the 13/6/20, participants are training at Level A of the AIS Framework.] The Plan outlines specific sport requirements that KSTP will implement for Level B and Level C of the AIS Framework.

KSTP will transition to the training activity and facility use as outlined in Level B of the AIS Framework and the training/competition activities and facility use outlined in Level C of the AIS Framework when permitted under local restrictions and regulations.

4.1 AIS Framework Arrangements

The protocols for conducting sport operations and facility operations under Level B and Level C of the AIS Framework are set out in the Appendix.

4.2 Roadmap to a COVIDSafe Australia

KSTP will also comply with the Australian government's [Roadmap to a COVIDSafe Australia](#), which places limits on the type of activity that can be conducted and the number of people who can gather at facilities, notwithstanding the activities permitted by the AIS Framework (see below).

AIS Activities	Level A: Training in no more than pairs. Physical distancing required.	Level B: Indoor/outdoor activity. Training in small groups up to 10. Physical distancing required.		Level C: Full sporting activity (training and competition) allowed. No restriction on numbers. Contact allowed.	
Roadmap Activities	N/A	Step 1: No indoor activity. Outdoor sport (up to 10 people) consistent with AIS Framework.	Step 2: Indoor/outdoor sport up to 20 people. Physical distancing (density 4m ²).	Step 3: Venues allowed to operate with up to 100 people with physical distancing. Community sport expansion to be considered consistent with AIS Framework.	Further steps TBC

5. Recovery

When public health officials determine that the outbreak has ended in the local community, KSTP will consult with relevant authorities to identify criteria for scaling back its COVID-19 prevention actions. GymNSW will also consider which protocols can remain to optimise good public and participant health.

At this time the management of KSTP will consult with key stakeholders to review the delivery of its return to sport arrangements and use feedback to improve organisational plans and systems.

Appendix: Outline of Return to Sport Arrangements

[Note – examples provided in this Appendix relate to Club operations. Adjustments may be made for the return to sport arrangements of Associations]

Part 1 – Sport Operations

Area	Plan Requirements (for activities under AIS Framework Level B) [Club to provide further detail]	Plan Requirements (for activities under AIS Framework Level C) [Club to provide further detail]
Approvals	<p>The club must obtain the following approvals to allow a return to training at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of community sport. • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training at venue, if required. • National/state sporting body/local association approval of return to training for community sport. • Club committee has approved return to training for club. • Insurance arrangements confirmed to cover training. 	<p>The club must obtain the following approvals to allow a return to training/competition at Level C:</p> <ul style="list-style-type: none"> • Relaxation of public gathering restrictions to enable training to occur. • Local government/venue owner approval to training/competition at venue, if required. • National/state sporting body/local association approval to return to training/competition for community sport. • Club committee has approved return to competition for club. • Insurance arrangements confirmed to cover competition.
Training Processes	<p>[Club to detail specifics of training processes. Should cover:</p> <ul style="list-style-type: none"> • Club to emphasise AIS Framework principle of “Get in, train, get out” – arrive ready to train. • Length and scheduling of training sessions to reduce overlap. • Clearly outline nature of training permitted (e.g. small groups to train and for team meetings, equipment/skill drills able to be used, certain sport activities not permitted during Level B training, no contact including high fives/hand shaking, no socialising or group meals). 	<p>[Club to detail specifics of training/competition processes.</p> <ul style="list-style-type: none"> • KSTP will meet the AIS Framework principles by; • For the first three weeks of return, bookings will be done online, so numbers are capped. • From term 3 (20th July) classes will resume with normal invoicing for the term. • Classes will be in groups of ten plus a coach • Athletes are asked to follow “Drop, Train, Leave” practice. • Athletes are to arrive gym ready and bring with them clean socks, full drink bottle and for squads, personal training equipment and chalk.

	<ul style="list-style-type: none"> • Defined training areas for each training group, maintaining base density requirement of 4 square metres per person and physical distancing (>1.5 metres). • Sanitising requirements, including use of sanitising stations. • Treatment of shared equipment (e.g. sanitise equipment before, during, after sessions) and use of such equipment to be limited. • No sharing of personal equipment. • Personal hygiene encouraged (e.g. wash hands prior to training, no spitting or coughing). • Guidance for travel arrangements (e.g. physical distancing on public transport, limit car pool/taxi/Uber use). • Training attendance register kept]. 	<ul style="list-style-type: none"> • Students are required to put hand sanitizer on before, during and after training and must wear shoes when going to the bathroom. • Class starting and finishing times have been staggered to ensure social distancing can be maintained in the foyer. • KSTP have introduced a “Kiss and Drop”, whereby parents do not enter the building, all questions should be emailed. • Each group has their own ‘zone’ to keep their drink bottles, these are marked on the floor. • Inside the gym, there are clear markings and the coaches know the equipment roster. • There are sanitizing stations around the gym at each point where the group changes stations. • Coaches wipe down equipment after they move to the next area. • We have a Covid notice board, with all the information. • On our windows and around the facility we have notices to remind students on social distancing, hygiene etc. • Using the online method of booking, we have a report of who entered the building, at what time and when they left. • Coaches and under 5 parents who are needing to stay are using the Jotform barcode to register their time at the facility. • We have reduced the class times on Saturday so no class will need a meal break. • Sanitising requirements continue from Level B.
Personal health	<p>[Club to detail specifics of personal health protocols. Should cover:</p> <ul style="list-style-type: none"> • Graded return to sport to avoid injury. • Advice to players, coaches, volunteers to not attend if unwell (including any signs/symptoms of cold, flu, COVID-19 or other illness). • Washing of hands prior to, during and after training and use of hand sanitiser where available. • Avoid physical greetings (i.e. hand shaking, high fives etc.). • Avoid coughing, clearing nose, spitting etc. • 	<ul style="list-style-type: none"> • KSTP have implemented the following; • Coaches were required to attend a club meeting and training session on the new protocols of social distancing, our one way in and one way out of entering the gym. • There was an emphasis on not expecting students to come back as they left and the importance on easing students back into fitness and having a happy environment. • Everyone who walks into KSTP is required to use hand sanitizer. At each sanitizer station there are also tissues and a bin, plus a sign that shows how to rub in sanitizer effectively.

		<ul style="list-style-type: none"> • Students have been advised of the no touch rule. • Staff from KSTP wipe down not only equipment but door handles, bathrooms, office desk regularly.
Hygiene	<p>[Club to detail specifics of hygiene protocols to support training. Should cover:</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by club. • Guidelines for sanitisation and cleaning, including requirements for sanitisation stations]. 	<p>Using the information that has been provided by Gymnastics NSW and Gymnastics Australia, KSTP have implemented;</p> <ul style="list-style-type: none"> • Sanitizer stations that are at each point of the facility where students move from one area to another. This is marked by signs. • Students are required to wear clean socks when training. • We have eliminated our sock bucket and purchased socks to on sell. When a student forgets socks they are given a new pair and the parent is sent a text to ask they bring \$2 on pick up.
Communications	<p>[Club to detail specifics of communications plan to be adopted by the Club in communicating to players, coaches, members, volunteers and families. Should cover:</p> <ul style="list-style-type: none"> • How club will brief players, coaches and volunteers on return to training protocols including hygiene protocols (e.g. letter, email, text/WhatsApp message, Facebook post) and reinforcement of hand washing and general hygiene etiquette. • Endorsement of government COVIDSafe app and encouragement to players, coaches, members, volunteers and families to download and use app. • How Club will promote good personal hygiene practices in and around training sessions and in Club facilities (e.g. posters in bathrooms). • How individuals can access mental health and wellbeing counselling services]. 	<p>KSTP have used the tools given to us by Gymnastics NSW and Gymnastics Australia to send on to our families.</p> <ul style="list-style-type: none"> • Emailing communique, • Text messages, • Facebook • We have implemented a KSTP 'Return to Gym' handbook as well as a quick fact sheet. This as well as the GymNSW Parent Handbook was sent to families. • The handbook will be updated when necessary and resent to families. • A new policy was produced "The Wellness Policy", it contains all information to support the handbook, plus clear directives on the makeup class changes as we require families to stay home if unwell. This was emailed to all families.

Part 2 – Facility Operations

Area	Plan Requirements (for activities under AIS Framework Level B) [Club to provide further detail]	Plan Requirements (for activities under AIS Framework Level C) [Club to provide further detail]
Approvals	<p>The club must obtain the following approvals to allow use of club facilities at Level B:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government/venue owner approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage. 	<p>The club must obtain the following approvals to allow use of club facilities at Level C:</p> <ul style="list-style-type: none"> • State/Territory Government approval of the resumption of facility operations. • Local government has given approval to use of facility, if required. • Club committee has approved plan for use of club facilities. • Insurance arrangements confirmed to cover facility usage.
Facilities	<p>[Club to detail specifics of how facilities should operate after a sport-specific structured risk assessment is undertaken. Should cover:</p> <ul style="list-style-type: none"> • Parts of facilities that are available during Level B restrictions; limit to toilets and medical facilities and minimise use of communal facilities. • Hygiene and cleaning protocols. • Provision of appropriate health and safety equipment, Personal Protective Equipment (PPE) and personal hygiene cleaning solutions]. 	<p>To ensure we comply, we follow the following;</p> <ul style="list-style-type: none"> • Ensure all members enter the gym with freshly sanitized hands and clean socks. • We removed equipment that we didn't need to use in class, this included our recreation bars and rings and all handheld pieces. • Our coaches wipe down the equipment as they move from one area to another with their group. • We use the cleaning materials as recommended by Gymnastics Australia that was discussed on the zoom.
Facility access	<p>[Club to detail specifics of facility access protocols. Should cover:</p> <ul style="list-style-type: none"> • Details of any health screening measures (e.g. temperature checks etc.) prior to entry to any facilities and any privacy measures club will take to protect sensitive health information. • Restrictions on facility access to limit anyone who has: 	<p>We have put in place the following policy;</p> <ul style="list-style-type: none"> • Parents and siblings are asked not to enter the facility, we have adopted a kiss and drop zone. • Parents have been asked if their child or someone at home has flu like symptoms to remain at home and we will offer a makeup class.

	<ul style="list-style-type: none"> – COVID-19 or has been in direct contact with a known case of COVID-19 in the previous 14 days. – Flu-like symptoms or who is a high health risk (e.g. due to age or pre-existing health conditions). – Travelled internationally in the previous 14 days. • Who may attend the club facilities: only essential participants should attend to minimise numbers; not more than one parent/carer to attend with children; gathering numbers should not exceed government allowances (COVIDSafe Roadmap maximum gatherings: Step 1 (10 people), Step 2 (20 people), Step 3 (100 people)) • Any spectators should observe physical distancing requirements (>1.5 metres). • Detailed attendance register to be kept]. 	<ul style="list-style-type: none"> • Staff and under 5 parents have been asked to register they are at the facility by using the jotform barcode system. This asks if you have been overseas, been unwell and also if you have downloaded the covidsafe app. • We have implemented staggered start and finish times and have one way door access. • Students come dressed ready for gym, we don't have any changerooms. • Attendance register is using the class attendance records for each class.
Hygiene	<p>[Club to detail specifics of hygiene protocols to ensure regular sanitisation and cleaning of club facilities. Should cover:</p> <ul style="list-style-type: none"> • Any safe hygiene protocols distributed by national/state sporting body or local association that will be adopted by club including: <ul style="list-style-type: none"> – Availability of hand sanitiser at entry/exit points to venue and elsewhere. – Protocols for sanitising stations, sanitising shared equipment, uniforms. – Cleaning standards – increase regular cleans and frequent wiping of high touch surfaces. – Displaying posters outlining relevant personal hygiene guidance. – Avoiding shared use of equipment. – Provide suitable rubbish bins with regular waste disposal. – Guidelines for sanitisation and cleaning of Club facilities]. 	<p>All areas are wiped down after use by the coach.</p> <ul style="list-style-type: none"> • All members are required to enter with freshly sanitized hands and clean socks. • Sanitizing stations are throughout the facility and include sanitizer, tissues and a bin with a sign on how to effectively use sanitizer. • Squad members are asked to bring their own personal equipment and chalk.
Management of unwell participants	<p>[Club to detail specifics of protocols to manage unwell participants at a club activity. Should cover:</p> <ul style="list-style-type: none"> • Isolation/medical requirements for all players, members, volunteers and their families at the onset of any symptoms including club facilities that can be used to manage symptomatic participants. 	<ul style="list-style-type: none"> • Parents are asked to keep a child home if they or a family member is unwell. We are providing a makeup class in this instance. • If a child were to become unwell, they would be taken to the foyer and their parents called to ask them to collect the child.

	<ul style="list-style-type: none"> • Training of volunteers/club management on treatment of symptomatic participants and disinfecting of facilities used by such participants. • Notification protocols for notifying public health authorities and other attendees of symptomatic participants]. 	
Club responsibilities	<p>The club will oversee:</p> <ul style="list-style-type: none"> • Provision and conduct of hygiene protocols as per the Plan. • The capture of a record of attendance at all training and club activities and maintaining an up-to-date log of attendance. • Coordination of Level B field and training operations. • Operation of the club's facilities in support of all Level B training activities in accordance with this Plan. 	As per Level B.