

Honiton Gymnastics Club: Re-opening of facilities following Covid-19



Dear parents and gymnasts

We've now reviewed the updated opening guidelines from the government and British Gymnastics and are pleased to share with you detailed plans for the phased reopening of Honiton Gymnastics Centre. Please read this carefully, as there are different plans for different groups and we have a number of strict procedures that we have had to put in place for the safety of our members and our staff.

Training schedules

Government guidelines mean we can have a maximum of 63 gymnasts training in the gym hall at any one time. We have therefore taken a step-by-step approach, which begins with competition group training and then gradually introduces other groups shortly after. We have had to make a number of amendments to our standard times, which may not be suitable for everyone, but we hope members understand that we've had to make some difficult choices.

We hope government guidance will move on and that gymnastics training will resume to normal training times by the second week in September. However, we can't guarantee this. Whenever we receive new information we will let you know as soon as we can.

Dates for re-opening

- Saturday 25 July only:** Squad Acro 1 & Squad Acro 2 only (see below)

Competition Groups		
Group	Day	Time
Squad Acro 1	Saturday	9am-1pm
Squad Acro 2	Saturday	9am-1pm

- Monday 27 July onwards:** All competition groups will start again and continue with a revised schedule throughout the summer (see schedule below). The below table shows standard times on the left and the revised schedule that will run throughout summer on the right. **All changes to training times are highlighted in orange.**

Competition Groups			The Summer Plans (The Return)	
Group	Day	Time	Day	Time
Squad Acro 1	Monday	5pm-8.30pm	Monday	5pm-8.30pm
	Wednesday	5pm-8.30pm	Wednesday	5pm-8.30pm
	Friday	5pm-8.30pm	Friday	1.30pm-5pm
	Saturday	9am-1pm	Saturday	8am-11am
Squad Acro 2	Wednesday	5pm-8.30pm	Wednesday	5pm-8.30pm
	Friday	5pm-8.30pm	Friday	5pm-8.30pm
	Saturday	9am-1pm	Saturday	8am-11am
Squad Acro 3	Wednesday	5pm-8.30pm	Thursday	5pm-8.30pm
	Friday	5pm-8.30pm	Friday	5pm-8.30pm
	Saturday	9am-1pm	Saturday	11am-2pm
Squad Acro 4	Wednesday	5pm-7.30pm	Thursday	5pm-7.30pm
	Friday	5pm-7.30pm	Friday	5pm-7.30pm
	Saturday	9am-1pm	Saturday	11am-2pm
Squad Acro 5	Wednesday	5pm-7.30pm	Wednesday	5pm-7.30pm
	Friday	5pm-7.30pm	Friday	2.30pm-5pm
	Saturday	9am-1pm	Saturday	8am-11am
Preparation	Wednesday	5pm-8.30pm	Wednesday	3pm-5pm
	Friday	5pm-8.30pm	Friday	3pm-5pm
	Saturday	9am-1pm	Saturday	11am-2pm
Development	Tuesday	5pm-7pm	Tuesday	5pm-7pm
	Wednesday	5pm-7pm	Wednesday	3pm-5pm

- **Monday 3 August onwards:**
 - Fun4Baby and Turbo Toddlers
 - Gym-Crazy Kids
 - Recreational 5+
 - Recreational 8+
 - Rec Selected
 - PAYG

The above groups will start again and continue with a revised schedule throughout the summer (see schedule below). The below table shows standard times on the left and the revised schedule that will run throughout summer on the right. **All changes to training times are highlighted in orange.**

Recreational Groups			The Summer Plans (The Return)	
Group	Day	Time	Day	Time
Fun For Babies & Turbo Toddlers	Tuesday	10am-12noon	Tuesday	10am-12noon
	Thursday	10am-12noon	Thursday	10am-12noon
	Friday	10am-12noon	Friday	10am-12noon
Gym-Crazy Kids	Wednesday	4pm-5pm	Wednesday	4pm-5pm
	Friday	4pm-5pm	Friday	4pm-5pm
	Friday	5pm-6pm	Friday	5pm-6pm
	Saturday	9am-10am	Saturday	2.30pm-3.30pm
	Saturday	10am-11am	Saturday	2.30pm-3.30pm
Rec 5+	Monday	5pm-6pm	Monday	5pm-6pm
	Tuesday	5pm-6pm	Tuesday	5pm-6pm
	Wednesday	4pm-5pm	Wednesday	4pm-5pm
	Thursday	5pm-6pm	Thursday	5pm-6pm
	Friday	4pm-5pm	Friday	4pm-5pm
	Saturday	11am-12noon	Saturday	2.30pm-3.30pm
Rec 8+	Monday	5pm-6pm	Monday	5pm-6pm
	Monday	6pm-7pm	Monday	6pm-7pm
	Tuesday	6pm-7pm	Tuesday	6pm-7pm
	Thursday	6pm-7pm	Thursday	6pm-7pm
	Friday	6pm-7pm	Friday	6pm-7pm
	Saturday	12noon-1pm	Saturday	2.30pm-3.30pm
Rec Selected	Monday	6pm-7pm	Monday	6pm-7pm
	Wednesday	7pm-8.30pm	Wednesday	7.30pm-9pm or 8.30pm
	Thursday	5pm-7pm	Thursday	5pm-7pm
Pay As You Go	Saturday	1.15pm-2.15pm	Saturday	2.30pm-3.30pm
Free G	Saturday	1.15pm-2.15pm	Saturday	No Summer Training

- **Free G:** Unfortunately, we can't start these sessions again yet, but we will let users know as soon this is possible

GDPR

Honiton Gymnastics Club will make details of relevant members available to NHS Test and Trace if there is a COVID-19 case in the gymnastics centre. Data that Track and Trace might request is the gymnast/parent name, telephone numbers, dates and times of a gymnasts' entry and exit. This information will be updated in Honiton Gymnastics Club's privacy notice here: <https://honitongymclub.org/about-us/honiton-gymnastics-club-privacy-notice/>

Training Fees

Training fees for pay-monthly groups will start to be requested again on 1 August (and subsequently on the first day of each month thereafter), taking into account anything that is owed to you. There may be specific individual circumstances, but as a general rule of thumb:

- **Competition groups:** Our last session before lockdown was Friday 20 March, so we will reduce August's fees by **one week** for most competition gymnasts
- **Recreational groups:**
 - Our last training session was Friday 20 March
 - Sessions start again on Monday 3 August
 - We will therefore request 75% of the normal monthly fees in August
- **BG and Honiton Gymnastics Club Annual membership fees:** These will be requested as usual in September, but BG fees will be reduced by approximately 20% for 2020/21

Key government guidelines we are following

British Gymnastics' plan for re-opening after COVID-19 is known as the **Step Forward Plan**. It takes its lead from DCMS's 'Providers of grassroots sport and gym/leisure facilities' guidance (published 10 July 2020). As a result we will be allowed to reopen under a number of conditions. These conditions are below. Honiton Gymnastics Club has also introduced additional safety guidelines, which are detailed later in this email.

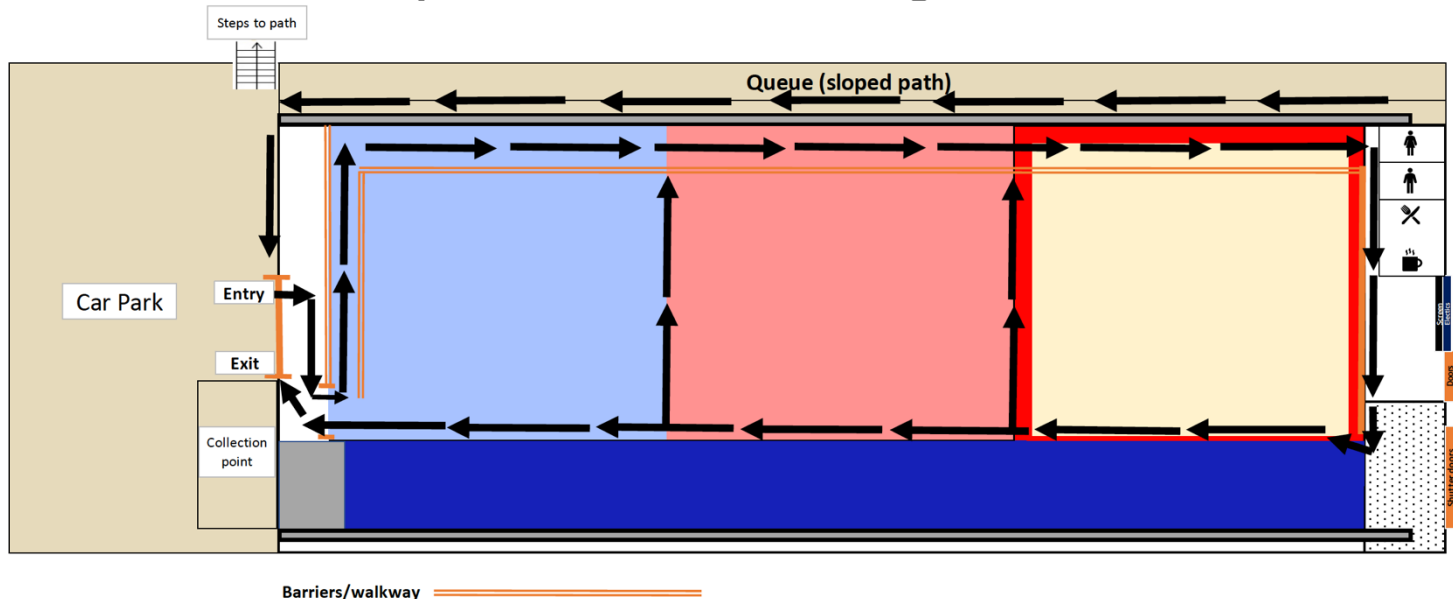
- **Earliest date of opening gymnastics centres:** Saturday 25 July
 - **Action:** This is the date Honiton Gymnastics Club starts operations
 - **Risk assessments:** Centres must make their own COVID-19-specific assessments based on individual circumstances and publish these on their websites
 - **Action:** This will be available on the Honiton Gymnastics Club website
 - **Cleaning and hygiene:** Centres must have specific COVID-19-related cleaning and hygiene procedures and increase the frequency of these measures
 - **Action:** Full club action plan including:
 - Member of staff cleaning continuously throughout sessions using NHS-approved COVID-19 cleaning products
 - Deep cleaning taking place every session by staff in full PPE, using NHS-approved COVID-19 cleaning products
 - Education for gymnasts about hand sanitisation, including ample readily-available hand sanitiser around the gym
 - **Facility capacity:** Gymnastics centres are allowed one gymnast per 9.29m² of space
 - **Action:** Honiton Gymnastics Club's training space is 35m x 16.8m (588 m²). This means a maximum of 63 gymnasts can train at once (if no further measures are introduced to reduce the likelihood of infection)
 - **Assigning to groups:** Gymnastics Clubs are allowed a maximum of 15 gymnasts per 'group'. This does **not** mean that each squad/class must have a maximum of 15.
 - **Action:** Each class will be split so that gymnasts remain in the same 'group' with other gymnasts each time they attend training.
 - **Signage:** Clubs to display signage fitting to their situation in line with risk assessments
 - **Action:** Banners, posters, and other signage has been posted around the gymnastics centre to keep gymnasts and staff aware of social distancing, hand sanitisation and other considerations
 - **Social distancing:** must be maintained between all facility users
 - **Action:** The club has introduced procedures for entering the centre, coach inset, gymnast spacing and gymnast education; all following BG guidelines
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Additional measures

In addition to the above, Honiton Gymnastics Club has invested in facilities and measures to ensure we are going one step further in order to protect members and staff. These include:

- **PVC-coated fabric floor covering:** The whole training area will be covered in non-slip waterproof PVC-coated fabric. This will keep the training area hygienic and able to be mopped/deep-cleaned with NHS-grade floor cleaner.
- **Sanitising provisions:** Wall-mounted hand sanitisers in reception, sanitisation stations throughout the gym, backup supply of hand sanitising gel, 4,000 antiviral wipes
- **Temperature testing:** We have invested in two NHS-approved non-contact thermometers and will test all board members, staff and users before entering
- **Barriers:** Retractable crowd barriers purchased to help gymnasts follow a one-way system and adhere to social distancing

Plan of Honiton Gymnastics Centre flow during COVID-19 measures



Honiton Gymnastics Club Safety Guidelines

A safe return to training will follow all current guidelines and include:

- **'Keep to the left' policy:** All queuing outside and movement around the gymnastics centre will take place on the left-hand-side and move in a clockwise direction
- **General entry to the centre/queueing:** Please line up outside the centre on the left-hand-side as you face the building, then queue down the slope. Go down the steps at the side of the centre and walk to the bottom of the slope to join the queue. This will avoid 'doubling up' on the slope. Please observe 1m+ social distancing guidelines
- **Leaving the gymnastics centre:** Gymnasts will stop training approximately 10 minutes before the normal end of the session. This will give them time to safely be dismissed one by one, collect their bags/clothing and exit the gym before the next group is allowed in. To avoid 'bunching' at the entrance to the gymnastics centre:
 - Parents of gymnasts who are old enough to walk to cars by themselves should stay in the car and wait for their child
 - From inside the building gymnasts exit on the left-hand-side. Parents waiting for gymnasts at the entrance should stand on the **Argos side** to collect. Please don't wait on the other side as others may be queuing to enter.
 - Parents will not be allowed in the gymnastics centre for the time being
 - A board member will be at reception to ensure gymnasts are safely collected

- **Parents:**
 - In general, parents (of gymnasts in competition groups, Rec 5+, Rec 8+, Rec Selected and PAYG) must remain outside of the gymnasium
 - Gym Crazy Kids and Turbo Toddlers/Fun4Baby parents must be in the gymnasium with their child to assist during the session. **However, we are allowed a maximum of one gymnast per parent.**
- **Temperature checks:**
 - Gymnasts and coaches will be temperature checked on entry to the centre
 - Temperature checks will be carried out by Honiton Gymnastics Club board members only. The checks will be completed outside of the gymnastics centre
 - A gymnast/coach will not be allowed into the centre if their temperature is 37.9°C or above. Anyone with a high temperature will be advised to:
 - Go home
 - Self-isolate
 - Call 111 if they require further guidance
 - Tell anyone they live with (and in anyone in their bubble) to self-isolate.
 - Be tested for COVID-19 as soon as possible. Anyone they live with and anyone in their bubble should also be tested if they have symptoms
- **If a gymnast shows COVID symptoms in the training session:** If a gymnast or coach displays symptoms in a training session, they will go to the isolation area and parents will be contacted immediately. The gymnast will wait in the isolation area until a family member can collect them. A COVID-19 test will be performed by NHS-approved testing staff before the gymnast leaves, with results being available within a few hours
- **One-way system:**
 - There will be a one-way system in and out of the gymnastics club. The one-way system inside the centre will be cleared marked with a retractable barrier
 - Gymnasts will be asked to follow the one way system to use the toilet and pigeon holes
 - Gymnasts will follow the system until they can return back to their floor area
- **Social distancing:** All staff and gymnasts must follow the social distancing rules
- **Hand hygiene:**
 - On entry, gymnasts will be required to use the alcohol-based hand sanitiser on the table next to the barrier in front of the Gym-Crazy Kids area
 - There will be hand sanitiser stations (including anti-bacterial wipes) on all 'milkshake' bars (drinks stations), and in the kitchen for all to use
 - Gymnasts may use their own hand sanitiser and can carry this around the gym with them
 - Gymnasts must use hand sanitisers before and after using equipment
 - Staff and gymnasts will be encouraged to wash hands when appropriate and use hand sanitisers
- **Personal clothing/hygiene:**
 - All gymnasts and coaches must wear clean sports clothing to every training session. All clothing must be washed in between each session.
 - Socks: Gymnasts and coaches are to wear clean socks whilst training
 - All gymnasts and coaches will be encouraged to change out of their gym clothing on arrival home followed by taking a shower immediately
- **Deep clean:** A deep clean will be carried out after every training session using NHS-approved cleaning products
- **Incineration of cleaning equipment:** After every session's deep clean, PPE and disposable cleaning equipment will be placed in yellow bags, collected and incinerated by the NHS-approved contractors.

- **Gymnast bags:** Gymnasts must store all their belongings in a bag and must not touch any other gymnasts' items or bags
- **Gymnast's own equipment:**
 - Gymnasts will be requested to use their own chalk within the centre. Gymnasts will not use chalk from chalk buckets
 - Gymnasts who require blocks will be required to bring their own blocks to train on in a training session
- **Cleaning blocks:** Honiton Gymnastics Club blocks may be used by gymnasts but coaches will clean the blocks on completion of the training session. Hand sanitiser must be used in advanced of cleaning the blocks
- **Receptionist cleaning duties:**
 - Receptionists will complete a cleaning circuit of the gymnastics centre every 30 minutes
 - Receptionists will be provided with a fresh mask, apron/all-in-one PP suit and gloves every session
- **Posters:** Posters have been placed around the club to remind all staff and gymnasts of the social distancing rules, use of hand sanitiser and washing of hands
- **Personal items left behind:** All lost property and items left in the gymnastics centre after a session will be placed in an individual black bag and placed outside to the back exit of the gymnasium and placed in a box. Only board members will collect items from the lost property bags using PPE equipment
- **Toilets:** Gymnasts must ask to go to the toilet (as normal) but all coaches will observe the 'traffic' and provide gymnasts with instructions of where to line up
- **Drinks:** Gymnasts must ask a coach for permission to have a drink from the milkshake bar (drink station). Coaches will observe the 'traffic' and provide gymnasts with instructions of where to line up to collect a drink
- **Register tablets:** One coach per group only will use the register tablets. At the end of the session all tablets will be wiped down with a sanitising screen cloth
- **Door settings:** The automatic door setting has been changed on the front doors to ensure automatic opening from the inside, thus preventing the use of the door's open button from the inside
- **Equipment safety:** All equipment has been tested by Tramp Tech and certified for use for the year. Regular checks will be made by coaches on all equipment.
- **Recording activities:** A COVID folder has been set up and kept up-to-date with a record of the following procedures and checks of the gym club:
 - Deep Cleaning
 - Cleaning
 - Fire & Safety
 - Water
 - COSHH
 - Equipment

We look forward to welcoming everyone back to Honiton Gymnastics Club as soon as possible and can't wait to see our members enjoying gymnastics activities again.

Best wishes

Honiton Gymnastics Club Board and coaches