

Training at Spiralz (Within the traffic light system)

Company details

Business name: Spiralz Rhythmics of Hamilton Inc.

Date completed: 01/11/2021

Revision date: TBC

Name of manager: Kenna Horsfield

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
<p>What will be done to manage risks involved in training within the traffic light system.</p>	<p>5.</p> <ul style="list-style-type: none"> Cleaning – area checked and any necessary cleaning done prior to session and cleaned after use. Mandatory hand sanitizing and signing in upon entry (placed by the stereo and participants notified of it's set location. All coaches are required to be up to date with vaccinations and provide current Covid-19 vaccination certificate. Gymnasts will use their own equipment where possible. Social distancing where possible (note: some skills require close contact). Members and spectators over the age of 12 are required to have a current Covid-19 vaccination certificate. Those who do not provide this will be unable to attend training and events at Spiralz. 	<p><i>Executive committee & coaches.</i></p>
<p>How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?</p>	<ul style="list-style-type: none"> As part of sign-in, all participants must declare that they are symptom free (symptoms listed on sign-in sheet), haven't been overseas or had exposure to anyone who is ill for the last 14 days. Sanitisation stations will be provided along with sign in sheet and QR code. Social distancing will be enforced where possible by coaches – within groups and between groups. A safety protocol and guidelines for training in the Covid-19 traffic light system will be sent to all gymnasts and parents. All coaches are trained in H & S procedures and are familiar with this COVID-19 management plan. 	<p><i>Coaches and head coach Kenna.</i></p>

[New Zealand Government](#)

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
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COVID-19 safety plan

How will you gather information on the wellness of your staff to ensure that they are safe to work?

Trust based model:

- We have a group chat where coaches can communicate with one another and head coach Kenna.
- We have communicated the importance of staying home if you are unwell to coaches.
- If a coach is unwell and unable to coach and no other coach is available to cover the session will be cancelled (head coach Kenna to notify participants).
- Guidelines for sessions will be communicated thoroughly to coaches also.

Coaches and head coach Kenna.

How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?

- We have cleaning supplies (spray and wipe, cleaning wipes, hand sanitiser etc.) in our cupboard at the gym. Head coach
- Contact tracing QR code print out and paper sign in form and box will be located by the gym door.
- Members and spectators over the age of 12 are required to have a current Covid-19 vaccination certificate. Those who do not provide this will be unable to attend training and events at Spiralz.
- All coaches are required to be up to date with vaccinations and provide current Covid-19 vaccination certificate.

Kenna Horsfield & Committee

How will you manage an exposure or suspected exposure to COVID-19?

- Arrange safe transport home immediately for all participants, and Kenna to notify parents of the situation.
- Provide all participants with advice on contacting their GP and/or Healthline immediately. Follow up to check that the gymnasts/coaches are adhering to the guidelines recommended by Healthline, especially in regards to isolation and/or gym closure as requested.
- Records of contact tracing will be provided to relevant authorities as requested.

Kenna Horsfield

COVID-19 safety plan

	DESCRIBE WHAT YOU WILL DO	WHO IS RESPONSIBLE
How will you evaluate whether your work processes or risk controls are effective?	<ul style="list-style-type: none">• All coaches encourage active and ongoing dialogue with all their respective groups of parents and gymnasts regarding whether they think that the current approach is working.• Coaches report their findings and personal observations to head coach Kenna and Kenna communicates with the executive committee.• Ensure regular communication emails are sent out to all parents to keep them up-to-date on what is happening and regular updates posted to social media.	<i>All Coaches + Kenna</i>
How do these changes impact on the risks of the work that you do?	<ul style="list-style-type: none">• Keep constantly updated of the current situation (both through the Govt. COVID19 website and through liaison with Gymnastics New Zealand) in regards to alert levels and associated risks, and adjust this COVID19 pandemic plan as required, after consultation with the whole executive committee.• At times Rhythmic Gymnastics training and performance is close contact.• We train indoors (with doors open and fans on).	<i>Executive Committee + coaches</i>