



COVID-19 Handbook

Policies and Procedures as We Reinvent Reality

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Reinventing Reality

Our world has changed and continues to change at what seems like a daily basis. This document will provide an overview of Elite Sports Complex' Policies and Procedures in response to the COVID-19 pandemic and our work to getting back to the gym. As in all public places, there is no way to guarantee complete safety against COVID-19, but we will do our very best to keep our staff, students and families safe.

Scope

This document will follow the Illinois Department of Public Health's Restoring Illinois Guide for Youth Sports the Centers of Disease Control guidelines. This document will likely change as the situation changes or guidelines are updated. We must remain adaptable and open to the changes as they arise.

Mandatory Compliance

Compliance to the policies and procedures outlined in this handbook are non-negotiable. All Staff and Students/Families will acknowledge receiving this handbook. Failure to comply will result in your child, family, or staff member being asked to leave the facility.

How COVID-19 spreads:

There are two main ways that the virus spreads, by air and by physical contact, either directly person to person, or indirectly via commonly touched surfaces.

The virus is spread by water droplets that become airborne when an individual coughs, sneezes, talks, or breaths. Those droplets can either be inhaled or land on the skin of people in close contact, spreading the virus. This is why we practice social distancing and wear face coverings.

These droplets can also land on surfaces that are then touched by other individuals and transmit the virus through their skin. This is why we wash and sanitize our hands frequently, and clean and disinfect commonly touched surfaces.

What Elite is doing to limit the spread

There are three ways Elite Sports Complex will act to limit the spread of the virus; by limiting facility access to those potentially carrying the COVID-19 virus, by mitigating airborne transmission through social distancing and face coverings, and by mitigating surface contact through cleaning and disinfection protocols.

Proactively Limiting Exposure

Elite will be screening staff, students and families in a few different ways to limit the virus entering the facility. Health screenings will be required by all individuals entering our facility. In order to minimize risk and exposure, respond honestly and to the best of your knowledge in order to be permitted to participate at Elite Sports Complex. The safety of your child, their families, and our Staff is of the utmost importance.

Initial Health Survey upon registration:

Staff and Families are required to complete an initial survey upon registering for any program or returning to work. A new waiver and policy agreement will be required before student participation. Those that answer yes to Questions 1-2 will not be allowed into the facility.

1. Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?
2. Have you had close contact with or cared for someone diagnosed with COVID-19 within the last 14 days?
3. Please disclose any recent or planned travel. Risk associated with travel will be assessed on an as needed basis, depending on the status of the specific locations at the time.
4. Please review and complete the CDC Self-Checker.

Screening Procedure Day of Class

Staff, Students and Families will be asked the following questions prior to coming into work and class.

1. Have you or anyone in your home experienced a fever, sore throat, shortness of breath, recent loss of taste or smell?
2. Have you taken your temperature today? If so, was it under 100.4 degrees?
 - a. no touch thermometer will be available for use if requested or the screening indicates it is necessary
3. Have you been in physical contact with anyone in the last 14 days who has confirmed positive for COVID-19?

See Appendix 1 - Health Screening Questionnaires

Plan to decrease spread via air

The primary ways to reduce the transmission via air are through strict social distancing and the use of face coverings.

- Six-foot social distancing will be maintained at all time by all entering the facility.
- Face coverings will be required by all entering and exiting facilities and in common areas.
- Coaches will wear masks at all times.
- Athletes will have the option to remove their face coverings during class as long as 6-foot distancing is maintained.
- Only one adult is allowed in the building with each athlete, drop-off for class is encouraged.
- New traffic flows and spaced scheduling are utilized to minimize contact with others.

Plan decrease spread via surface contact

In order to mitigate transmission of the virus by surface contact, first we will eliminate high risk and/or difficult to clean areas. Lockers and cubbies will be off limits. Students should limit personal possessions and bring only the essentials to the gym. Personal belongings will be carried in a backpack or bag with the student in the gym, placed 6 feet apart from each other.

The water fountain, vending machines and Pro Shop are temporarily closed. A new, comprehensive cleaning and disinfecting schedule will be implemented with signage indicating the frequency.

*Please refer the section **Cleaning Procedures and New Expectations***

Plan in the Event of a Positive COVID-19 Test

Employee Tests Positive for COVID-19

- The employee should stay home from work and notify their management immediately, and file for unemployment.
- The employee will seek care from a healthcare professional and follow all medical directives.
- Employees will be given a detailed questionnaire to determine the areas of the building the staff member may have entered, equipment used and individuals they may have exposed.
- Elite will isolate potentially infected areas where the employee was regularly present until disinfection is completed.
- State and County Health Departments will be notified.
- Fellow staff, families and students that may have been in contact with the individual will be notified of the possible exposure, keeping the name of the affected individual confidential.
 - Exposed individuals are directed to immediately self-quarantine for 14 days
 - Exposed staff members are directed to immediately self-quarantine for 14 days, and file for unemployment if work from home is not possible.

Returning to Elite After a Positive Test:

The employee must contact Management prior to your return to work. Per current CDC guidelines, they must stay home until the following has occurred:

For employees who experienced symptoms and tested positive (after the required period of self-quarantine):

- It has been a minimum of 3 days (72 hours) fever free with the use of fever-reducing medications, improvement in respiratory symptoms (e.g., cough, shortness of breath), and at least 7 days have passed since symptoms first appeared

OR

- The employee has had two negative follow-up COVID-19 tests taken at least 24 hours apart.

For employees who had no symptoms but tested positive:

- It has been 10 days since their positive test and have had no subsequent symptoms.

Student Tests Positive for COVID-19

If a participant in any gym activities learns that he/she has tested positive for COVID-19, the participant or, if a child, the participant's parent, should notify their coach or a manager as soon as possible.

- The Student/Parent will be given a detailed questionnaire to determine the areas of the building the student may have entered, equipment used and individuals they may have exposed.
- The student should seek care from a healthcare professional and follow all medical directives.
- Elite will isolate potentially infected areas where the student was regularly present until disinfection is completed.
- State and County Health Departments will be notified.
- Staff and students that may have been in contact with the individual will be notified of the possible exposure, keeping the name of the affected individual confidential.
 - Exposed individuals are directed to immediately self-quarantine for 14 days
 - Exposed staff members are directed to immediately self-quarantine for 14 days, and file for unemployment if work from home is not possible.

Returning to Elite After a Positive Test:

The Student/Parent must contact Management prior returning. Per current CDC guidelines, they must stay home until the following has occurred:

For Students who experienced symptoms and tested positive (after the required period of self-quarantine):

- It has been a minimum of 3 days (72 hours) fever free with the use of fever-reducing medications, improvement in respiratory symptoms (e.g., cough, shortness of breath), and at least 7 days have passed since symptoms first appeared

OR

- The Student has had two negative follow-up COVID-19 tests taken at least 24 hours apart.

For Student who had no symptoms but tested positive:

- It has been 10 days since their positive test and have had no subsequent symptoms.

Family Member (Staff or Student) Tests Positive for COVID-19

The employee or student should stay home and notify management immediately.

- Individuals will self-quarantine for 14 days and follow the advice of their healthcare professional.
- The individual should monitor for symptoms (CDC self-checker) and take appropriate actions as outlined above.
- Individuals must notify management before Returning to Elite. See the guidelines for Returning to Elite above.

Responsibly Reopening

In order to adhere to the guidelines set forth by the CDC and IDPH Restoring Illinois Guidelines for Youth Sports, social distancing must be maintained. All decisions on moving from one step to the next will be wholly dependent on the guidance provided by the above.

Stages to Reopening

As the situation remains fluid, the following is our general tentative plan, subject to change.

Stage 1: Team practices begin with reduced hours. Hours will increase on a monthly basis in order to reduce injury from extended time off.

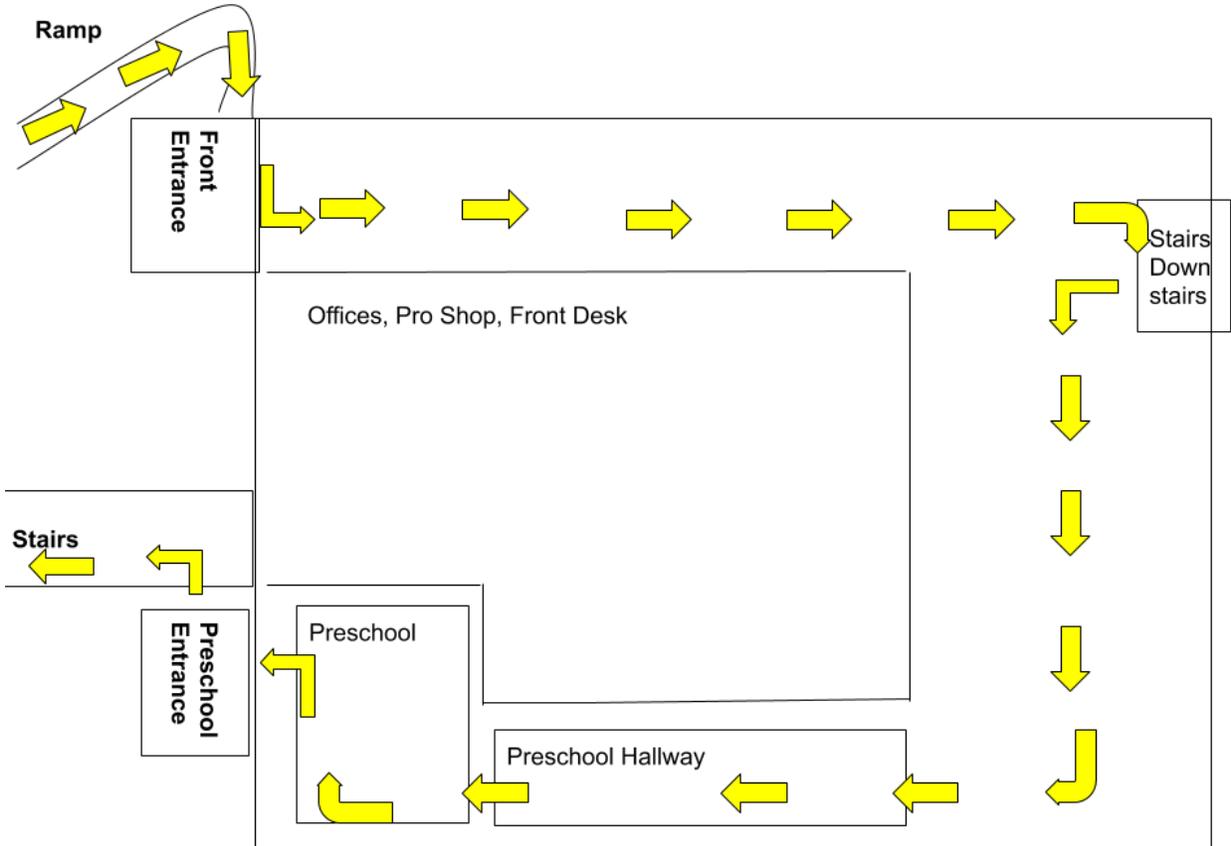
Stage 2: Recreational classes begin for school age classes will be phased in when deemed safe to do so under the parameters set forth in the IDPH Restoring Illinois Guidelines for Youth Sports. Camp with enrollment limitations.

Stage 3: Recreational classes for preschool are introduced when it is safe to do so. Camps extended if possible.

Social Distancing and New Traffic Flow Pattern

Drop-off for class is encouraged. Students are limited to one family member in the lobby. Personal belongings must be kept with you, there will be no use of cubbies or lockers. Markings indicating the 6-foot distance will be spaced through the facility.

Separate entry and exits to minimize contact at potential congestion points. Families will enter up the ramp to the left and enter the main door. Families and students will exit through the Great Escape Preschool and down the stairs. See the diagram below.



Cleaning Procedures and New Expectations

A complete and comprehensive cleaning and disinfecting procedure in compliance with CDC protocols will be implemented. We will not just meet these requirements, but exceed them.

All employees will be responsible for cleaning and will be assigned additional cleaning tasks beyond the scope of their regular work areas. A new shift position has been created (COVID-19 Cleaning Specialist) who will be dedicated to maintaining the cleaning schedule, as well as to assist in enforcing social distancing measures.

Cleaning procedures will include, but are not limited the following:

- Clean and disinfect common areas and surfaces which are touched by multiple people (e.g., entry/exit door knobs, stair railings) frequently; every 2 hours recommended for high-traffic areas.
- Minimize sharing of high-touch equipment between non-household individuals.
- When practical, shared equipment will be cleaned during use (e.g., between drills) and students will be directed to wash or sanitize their hands before and after using shared equipment.
- Gym areas will be sprayed with an EPA approved disinfectant mist in all gym areas.
- Cleaning schedules will be posted in several areas of the building.
- New shift created *COVID-19 Cleaning Specialist* to assist with maintaining the cleaning schedule.

See Appendix 2 - Master Cleaning Schedule

New Class Schedules and Structure

Team: As we seek to open responsibly, we need to recognize that the athletes have been out of the gym for nearly 3 months. The new and modified class schedule not only allows for greater ease of adhering to important social distancing practices, it also takes that into consideration athletes cannot be expected to return to their regular practice hours or intensity. Each program will ease back into practice over time.

Recreational Classes: A reduced number of classes will be offered and increased in phases, with preschool age classes being last. Classes schedules will allow for spacing in between classes for cleaning. Lower student/instructor ratios will be maintained.

Mental health

Our students will likely have some big emotions upon returning to the gym. This is true for staff and family members as well. Anxiety and worry during this normal and we must do our best to recognize that everyone deals with difficult situations in different ways. Athletes and coaches alike may experience grief at the loss of their competitive season that they worked so hard to prepare for. Athletes may feel upset about losing skills or conditioning over the break. This has been a difficult time for all of us. Communication is key. We will seek to make everyone feel comfortable to share their feelings with their fellow staff and athletes. Recognize that all feelings are valid. We are all learning as we go, and we need to have grace when interacting with others during this time. USAG has provided some great resources on this topic.

For Athletes: [Coping with the Impact of Coronavirus](#)

For Coaches and Parents: [Coping with Competition Cancellations or Postponements in the Age of Coronavirus](#)

See Appendix 3 - USAG Athlete Questionnaire

Plan for Potential Future Closure

In the event that there is a resurgence of the COVID -19 Elite Sports Complex will immediately comply with the IDPH and CDC directives. If Illinois regresses to a previous phase of recovery, or if the IDPH Restoring Illinois Guidelines for Youth Sports is changed in any way that impacts our ability to operate safely, Elite will modify its operations accordingly. Elite will do all that is required to limit the spread of the virus to the community, including temporarily postponing in-facility classes. All enrollments will be automatically rolled into virtual training, with a schedule to be determined at that time.

Success is Everyone's Responsibility

Facility Expectations and Responsibilities:

- Provide all equipment and supplies needed to ensure proper cleaning and sanitation procedures
- Train and hold staff accountable for adhering to the policies and procedures in this manual
- Be responsive and proactive to staff and family concerns.

Staff Expectations and Responsibilities

- Take hygiene and social distancing measures seriously; complete buy in to our new procedures is key.
- To answer the health questionnaire honestly and to the best of their knowledge
- Follow the policies and procedures outlined in this manual and beyond.
- Face covering required while in the facility
- Adhere to 6-foot social distancing
- No spotting unless required for safety
- Keep the health and wellbeing of their students at the forefront of their actions
- Communicate when there are questions or concerns on any of the items in the manual or as new policies are adopted.

Family Expectations and Responsibilities

- Maintain good hygiene in the home and when in public to limit the potential of carrying the virus to others
- To answer the health questionnaire honestly and to the best of their knowledge
- High risk or elderly family member are asked to remain at home for their own safety
- One parent per student allowed in the gym, drop – off encouraged.
- Face covering required while in the facility
- Adhere to 6-foot social distancing
- Communicate when there are questions or concerns.

Student Expectations and Responsibilities:

- Students shall follow the direction and rules set by staff.
- Face covering is required when entering and exiting the facility and in common areas.
- Face covering is optional during class. (If it is a safety hazard, the coach will ask them to put them away)
- Adhere to 6-foot social distancing
- Required to bring a small bag with a water bottle, space for clothes/shoes, small hand sanitizer, chalk (if applicable), and face covering.
- Shall respect other students' space and feelings.
- Be honest with their coaches about how they are feeling – physically, mentally and emotionally.
- Have a positive attitude.
- Have fun!

Appendix 1 - Health Screening Questionnaires

Health Screening Questionnaire - STAFF Initial Screening Upon Return to Work

Have you been diagnosed or have had close contact with someone diagnosed with COVID-19 within the last 14 days? **Y / N**

Have you experienced any of the following symptoms in the last 14 days:

- | | |
|---|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Unusual Headaches |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Repeated Shaking With Chills | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Vomiting/Diarrhea |

Please disclose any recent or planned travel. Risk associated with travel will be assessed on an as needed basis, depending on the status of the specific locations at the time.

Please review and complete the CDC Self-Checker.

I agree I have completed this to the best of my knowledge.

Signature

Health Screening Questionnaire - Staff/Student/Family Daily Screening

Staff/Student Name

Staff Initial

Have you or anyone in your family had close contact with someone diagnosed with COVID-19 within the last 14 days? **Y / N**

Have you or anyone in your family experienced any of these symptoms in the last 14 days:

- | | |
|---|---|
| <input type="checkbox"/> Cough | <input type="checkbox"/> Unusual Headaches |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Repeated Shaking With Chills | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> Muscle pain | <input type="checkbox"/> Vomiting/Diarrhea |

Have you taken your temperature today? **Y / N**

If so, was it under 100.4 degrees? **Y / N**

Appendix 2 - USAG Athlete Screening Questionnaire

APPENDIX 1:

PRE-RETURN FITNESS QUESTIONNAIRE

The purpose of this document is to help your coach determine the appropriate level of activity to safely resume your training. This information will only be used by your coach and will not be shared with anyone else. Please provide information that is as accurate as possible. If gymnast is a minor, form should be completed by a parent or guardian.

Athlete Name: _____

1. Did you have any gymnastics equipment in your home, and did you do any type of gymnastics-specific training at home?

Yes No N/A

If yes, approximately how many days per week? _____

Please list details. _____

2. Did you maintain cardiovascular fitness (ie. run, bike, swim, etc.)?

Yes No

If yes, approximately how many days per week? _____

Please list details. _____

3. Did you maintain a log of your workouts?

Yes No

If yes, please provide a copy of your daily log.

4. Did you maintain a strengthening program?

Yes No

If yes, approximately how many days per week? _____

Please list details. _____

5. Did you play/participate in any activity training besides gymnastics (i.e., another sport, virtual class, dance training) during your time away from the gym?

Yes No

Please list details. _____

6. Do you have a rehabilitation program for a pre-existing injury or do you have a new injury?

Yes No

Please list details. _____

7. On a scale from 0-10, how fit do you feel at this point, compared to when you had to stop doing gymnastics? (10 = As fit as when I stopped, 0 = I have maintained no fitness)

0 1 2 3 4 5

6 7 8 9 10

8. Are there skills or activities you are hesitant to attempt in the early stages of your return to training?

Yes No

Please list details. _____

9. What can your coach do to help ease your fears or anxiety, if you have any, about returning to training?

10. Please list any other concerns you may have about returning to training.

Appendix 3 - Master Cleaning Schedule

CLEANING PROCEDURES	After use/rotation	Every two hours	qs/day	Daily	Weekly	Monthly	Notes
LARGE GYM							
Clean used mats	X						Team will disinfect after each rotation, rec must be done by designated staff member
Wipe down TT/DM landing mats	X						Students must have clean pair of socks for each rotation
Wipe down vault stations/mats	X						
Wipe down vault table/ red resi	X						Must be done after each student
Wipe down rhythmic bars & blocks	X						
Mist antibacterial on all gym floors				X			
Take out all garbage and replace bags				X			
Vacuum gym floors				X			
Shampoo carpets					X		rhythmic, spring floor, and red floor
SMALL GYM							
Clean used mats	X						Team will disinfect after each rotation, rec must be done by designated staff member
Landing mats	X						includes 4", 8", 10" in tramp, tot bars, and small gym
Tot bars (rails)	X						One kid per bar (if possible kids should not rotate stations)
Beams				X			
Big bars (rails)				X			if parent doesn't want child to use a shared bar, coaches will provide alternative
Mist antibacterial on all gym floors				X			
Take out all garbage and replace bags				X			
Vacuum gym floors					X		
DANCE ROOMS							
Wipe down bars	X						
Vacuum & mop floor					X		
Clean windows & mirrors					X		
NON-GYM AREAS							
UPSTAIRS & DOWNSTAIRS LOBBY							
Wipe down all door handles in upstairs		X					
Wipe down wooden window frames		X					
Wipe down stair railings		X					
Wipe down tables with disinfectant		X					*Depends on if we have tables out or not*
Vacuum and mop entry way and area			X				includes proshop and offices
Wipe down staff office door sign				X			
Wipe down viewing windows				X			
Wipe down hallway walls					X		or as needed
FRONT DESK							
Wipe down front desk surfaces	X						
Wipe down keypads and desk phones	X						
Wipe down customer counter		X					
Clean separation screen				X			
Empty garbage and recycling				X			
LOCKER ROOMS & BATHROOMS							
Wipe down all surfaces		X					soap dispensers, sink handles, sink counters, & toilet handles
Scrub toilets (insides)				X			
Scrub tops and sides of stalls				X			
Wipe down dispensers & trash cans				X			
Scrub sinks & mirrors				X			
Vacuum and mop floor				X			
Wipe tops, sides, and plates of lockers				X			
Refill dispensers				X			toilet paper, paper towel, and soap
Empty trash cans				X			
PARTY ROOM							
Wipe down sink surfaces		X					
Wipe down other surfaces				X			Mostly on an as needed basis

Sources

CDC: Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19), May 2020

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

State of Illinois, Office of the Governor, Restore Illinois

<https://coronavirus.illinois.gov/sfc/servlet.shepherd/document/download/069t000000BadS0AAJ?operationContext=S1>

Illinois Department of Commerce and Economic Opportunity, Restore Illinois, Phase 3, Youth Sports Guidelines

<https://dceocovid19resources.com/assets/Restore-Illinois/businessguidelines3/youthsports.pdf>

IDPH, State of Illinois Coronavirus(COVID-19) Response

<https://coronavirus.illinois.gov/s/restore-illinois-introduction>

USA Gymnastics, Physical and Mental Health Guide For a Safe Reintegration to Gymnastics

<https://usagym.org/PDFs/About%20USA%20Gymnastics/covid/reintegration.pdf>

Employee Acknowledgment

I acknowledge that I have reviewed the *Elite Sports Complex COVID-19 Handbook, Policies and Procedures for Reinventing Reality* and been provided additional information regarding measures and precautions Elite is taking regarding COVID-19. I acknowledge that it will be impossible for management to supervise every employee's actions throughout the day but that, if I have concerns about these procedures or adhering to these procedures, I will communicate these concerns directly to Diane Hansen, General Manager..

Date: _____

Employee Name: _____

Employee Signature: _____