

# Gymnastics Unlimited Protocols and Procedures

August 2020

## New drop off and pick up procedure

Drop off for recreational classes: When you enter the facility you and your children will be required to get your temperature checked at the door and must be wearing a mask during the entire time you are inside, unless the child is in workout. If you show up more than five minutes before the start of your class, you will have to wait outside or in your car. There may be a line for the temperature check, students who have class are to be checked first.

- What if the gymnast has a temperature above 99.7? – We will be giving a five-minute grace period while you wait in the car and then recheck the temperatures after that time. If after the second check the child still has a fever you will need to call or email our office to schedule a makeup class for your child.
- What if a parent has a temperature above 99.7 but not the child? – In this instance, the parent will wait in the car during class which the child will be allowed to attend.

Drop off for team practices: Per CDC guidelines we ask that you do not stay in the facility, as the lobby and viewing areas are prioritized for the recreational parents and classes. When you enter the facility you and your children will be required to get your temperature checked as well as be wearing a mask. The gymnasts will have their temperatures taken by their team coach and can bypass the line at the door. (The same procedures apply regarding temperatures.)

Pick up: If you stay in the facility during the class, we require five minutes before the end of your class period you walk to the side door of the building to pick up your child. There will be coaches stationed during each class period to ensure the safety of the students during their exit. The coaches will be stationed until five minutes after each individual class.

- What if I, as a parent, am late to pick up my child from the new location? – The gymnast will be taken to the office; you must then pick up from the front door. If there is a line for the temperature check you must wait and tell the employee whom you are picking up. If you are late more than two times the gym will charge a fee for late pick up at a dollar a minute.
- What if I have questions about my billing, the structure of class or have any other questions? – You are always welcome to email or call the gym. Please do not keep the coaches stationed outside during pick up to ask your questions as they have other responsibilities and may coach another class. You must either come in during the class to discuss anything with the staff in the office or call/ email.

The gym will have a max capacity for the lobby of 10 people as well as the viewing area upstairs of 10 people at any one time. The parents of children in the recreational program have priority in the viewing areas.

## Covid related procedures

- What if a staff member contracts the corona virus? – The gym will close for 2 weeks for which you can either prorate the next session of tuition or will be given classes to make up for the missed classes during our closure.
- What if a gymnast contracts the corona virus? – The gym will close for 2 weeks for which you can either be prorated tuition for the next session or will be given classes to make up for the missed classes during our closure. You must inform the gym if there is a possibility of the virus being exposed to your family. In order to return to the gym, you must have a negative test back.
- What if a staff member is exposed second hand (within 6 feet for at least 15 minutes in the last 14 days) of someone with corona virus? – The staff member will self-quarantine for 2 weeks, or until a test comes back negative. In the case a staff member cannot coach a class the gym has three plans in place.
  1. The gym will find a substitute coach for the class and will not require any additional steps.
  2. If there is no one to take the coaches place in said classes, you will be given a new time with a coach available for the new day and/ or time.
  3. If you as a family cannot make the new class as specified, you will be able to do make up classes at your convience, if you have discussed with a member of our office staff.
- What if a member of your immediate family is exposed second hand (within 6 feet for at least 15 minutes in the last 14 days) of someone with corona virus? – The family will self-quarantine for 2 weeks, or until a test comes back negative and will be allowed to do make up classes after.
- The staff will be cleaning the lobby and viewing areas frequently as well as the gym and its equipment. The equipment will be cleaned before and after each class with a disinfectant spray safe for the students to touch after.
- Every student will have their hands and feet sprayed prior to and frequently during their class time. The spray is an alcohol-based hand sanitizer.
- While in the lobby and viewing areas, you must wear a mask and follow social distancing guidelines.

With all this in mind, we at Gymnastics Unlimited put the safety of our staff and families first. These rules are nonnegotiable and will be taken seriously amongst our staff as we hope you will too.

Gymnastics Unlimited reserves the right to change and add additional protocols and procedures according to the CDC guidelines in order to protect everyone.

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