

Site Access Policy 2020

Purpose:

To ensure the health and wellbeing of all members, staff and their families.

To ensure compliance with directives from government authorities with regard to COVID-19 restrictions.

To provide information to members about site access procedures and options for making contact with staff remotely.

Guidelines:

Flyaway Gymnastics will restrict site access to protect our members, staff and families.

Site access will only be granted to the following;

- members participating in a scheduled program
- adults supporting members to participate in a scheduled program (such as KinderGym)
- rostered staff
- contractors who have been screened and are not in a high risk category

Infection Control

All people who come on site must comply with the Infection Control Procedures.

All persons on site must be screened prior to gaining access.

Staff and members must self screen at home prior to attending.

Contractors will be screened over the phone prior to attending.

Groups and their support staff who are booked to attend a session must self screen prior to attending.

All persons must sanitise hands prior to entry and upon leaving the site.

Class groupings will remain constant for the term, therefore no make up classes will be available during term time. Members can only attend the class they are enrolled in.

Get in, Train, Get Out

Members attending a scheduled program will be met outside the venue by a staff member 5 minutes before class start time. At this time they will be marked off the roll and asked to sanitise their hands. Staff will then escort them into the venue to the designated waiting area, to then start their class.

At the conclusion of their class, members will be directed to sanitise their hands and then be conducted to the designated waiting area inside, supervised by staff. Staff will then assist members outside to meet their parent/carer.

Those waiting outside must not congregate at the entry and always keep a minimum 1.5 meters distance between yourself and others.

Administration Access

The front door will remain locked at all times.

Administrations queries will be handled remotely. Requests for administration assistance, including fee payment or new member enquiries, will be handled via telephone or email.

Only direct debit payments will be received at this time. EFTPOS arrangements can be made by request.

Cash will NOT be accepted.

Attendance Register

Rostered staff and members attending a scheduled program (including parents/carers) will have their attendance on site recorded via electronic record management systems.

All other people who attend on site (such as contractors, non-rostered staff, parents/carers of sick or injured member) must complete the Individual Attendance Register.

Groups and their support staff who are booked to attend a session must complete the Group Attendance Register and hand in to staff upon arrival. All persons entering the site must be on the register.

Staff Management

Only rostered staff will be on site during scheduled programs.

Once on site, all staff must adhere to 1.5m social distancing rule, unless a coach is spotting an athlete.

Cleaning will be done before and after scheduled programs to minimise unnecessary staff/athlete interaction.

All work that can be done from home, must be done from home. This includes administration and planning.

Staff should eat off site if possible and adhere to Cleaning Guidelines if using kitchen facilities.

Responsibility:

- The Site Access Policy is the responsibility of the Club Manager.

Associated Policies/Documents:

- Risk Management Policy 2020
- Infection Control Procedures
- COVID-19 Response Policy 2020
- Organisation Action Plan and Venue Action Plan
- Get in, Train, Get Out Procedure
- Individual Attendance Register/Group Attendance Register

Review:

Date reviewed – June 2020

Next review – Jan 2021