

TROY GYM

WORKPLACE SAFETY

COVID-19 EMPLOYEE TRAINING

TROY GYM COVID RESPONSE TEAM MEMBERS

- ▶ Toby Buechner
- ▶ Tracy Leestma
- ▶ Cindy Hall
- ▶ Jen Ludlow
- ▶ Curtis Wilson
- ▶ Heather Ruggirello
- ▶ Brooke Ryan
- ▶ Caity Buechner
- ▶ Chris Allen
- ▶ Julie Buechner

SYMPTOMS OF COVID

- ▶ People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

GENERAL WORKPLACE PRACTICES

- ▶ **Frequently wash hands with soap & water for 20 seconds**
- ▶ **Use 60% alcohol hand sanitizer when soap & water are unavailable**
- ▶ **Avoid touching eyes, nose, or mouth with unwashed hands**
- ▶ **Practice good respiratory etiquette – cover your cough**
- ▶ **Avoid close contact with those who are sick**
- ▶ **Stay home if sick**
- ▶ **Recognize personal risk factors & underlying conditions**

WORKPLACE INFECTION CONTROL PRACTICES

▶ BEFORE ENTERING/UPON ARRIVAL

- All entrants (employees, spectators, gymnasts, etc.) must wear masks and complete a self assessment form (links to the form located on Troy Gym's site and posted outside)

AND

- Have temperature taken by a staff member
- Anyone experiencing symptoms OR who has been around anyone sick WILL NOT be admitted into any Troy Gym facility/property

WORKPLACE INFECTION CONTROL PRACTICES

▶ UPON ENTERING

- All entrants must immediately wash hands or use hand sanitizer at the nearest hand washing/sanitizing station
- Gymnasts must then proceed to designated waiting areas with all of their items in a bag
- Cubbies and lockers remain closed for classes
- Spectators are encouraged not to enter if possible and to watch practice through windows outside or from live feed
 - Gymnasts requiring a spectator will be limited to one spectator only

WORKPLACE INFECTION CONTROL PRACTICES

▶ During practice

- Gymnasts must maintain a 6' distance at all times when appropriate
- Between events, all gymnasts must wash hands/sanitize before/after touching equipment
- Stations must be limited to one group per use and disinfected after every use
 - Items such as bars and beams that cannot be properly disinfected and sanitized after every use will be properly cleaned and disinfected every evening after classes end
 - Discourage sharing of items that are difficult to clean, sanitize, or disinfect

WORKPLACE INFECTION CONTROL PRACTICES

▶ During practice

- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes
- Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs
- Spot only when necessary
 - Masks must be worn during spotting-NO EXCEPTIONS
 - Staff must sanitize before and after spotting
- Increase circulation of outdoor air as much as possible by opening windows and doors.

WORKPLACE INFECTION CONTROL PRACTICES

▶ During practice

- Cloth face coverings are required for parents and spectators at any point while in the building
- Gymnasts are required to wear masks when going to restrooms, or bottle refill station, or rotating to an event that may be crossing paths with another team/group in the gym and while entering or exiting the facility
- Coaches are required to wear masks at all times while coaching, at any point when spotting, as well as entering or exiting the facility

WORKPLACE INFECTION CONTROL PRACTICES

▶ During practice

- Gymnasts must bring all items (bag, labeled water bottle, chalk, etc.) with them to every event and place in a designated area
 - All items not being used must remain in his/her bag
- Gymnasts requiring the use of chalk will be provided one block of chalk free of charge. Additional blocks will be available for purchase
- All shared areas such as chalk bowls, pits, and ropes remain closed

WORKPLACE INFECTION CONTROL PRACTICES

▶ During practice

- Gymnasts and individuals reporting symptoms of illness must be taken to a designated quarantine area and their symptoms must be recorded and reported to a member of the Covid Response team
 - These participants will not be allowed to return to practice until they are symptom free following the return to work/play plan
- All areas a potentially contaminated individual touched will be sanitized immediately

WORKPLACE INFECTION CONTROL PRACTICES

▶ Ending practice

- All gymnasts must gather/take all of his/her belongings with them
- Gymnasts with a spectator may leave with their spectator out designated building exits
- Remaining gymnasts must remain with a coach in a designated waiting area until they see their parent arrive outside the designated exit for pickup
 - Any individual who leaves the premises at any time for any reason beyond the scope of practice must recomplete the entrance assessment and all steps for reentering the building

WORKPLACE INFECTION CONTROL PRACTICES

▶ Ending practice

- Coaches will be responsible for cleaning/sanitizing all used areas after practice
 - Any items used that are commonly shared/could potentially be used before the end of practice must be cleaned during practice

WORKPLACE INFECTION CONTROL PRACTICES

▶ Reducing the Spread

- Individuals, including coaches, gymnasts, and families, should stay home if they have tested positive for or are showing COVID-19 symptoms
- Individuals, including coaches, gymnasts, and families, who have recently had a close contact with a person with COVID-19 should also stay home and monitor their health.

WORKPLACE INFECTION CONTROL PRACTICES

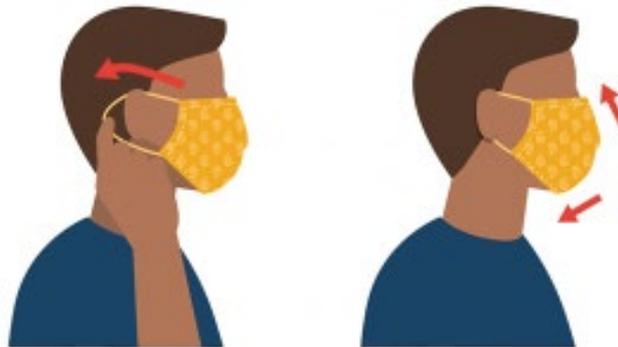
- ▶ **Returning to Work/Play After COVID-19 Guidelines (Non-healthcare settings)**
 - At least 3 days (72 hours) without fever (without use of fever-reducing medications)
AND
 - Improvement in Respiratory Symptoms (cough/shortness of breath)
AND
 - At least 10 days have passed since symptoms first appeared
 - Current CDC Guidelines for Discontinuation of Isolation

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ Spread of COVID-19 can be reduced when cloth face coverings are used along with other preventive measures, including social distancing, frequent handwashing, and cleaning and disinfecting frequently touched surfaces. (CDC)
- ▶ **Who should NOT use cloth face coverings:**
 - children under age 2
 - anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance
- ▶ **Cloth face coverings are NOT surgical masks or N95 respirators.**
 - Currently, surgical masks and N95 respirators are critical supplies that should be reserved for healthcare workers and other first responders.

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ **Wear your Face Covering Correctly**
 - Wash your hands before putting on your face covering
 - Put it over your nose and mouth and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily



PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ Use the Face Covering to Protect Others
 - **Don't** put the covering around your neck or up on your forehead
 - **Don't** touch the face covering, and, if you do, wash your hands

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ Take Off Your Cloth Face Covering Carefully, When You're Home
 - Untie the strings behind your head or stretch the ear loops
 - Handle only by the ear loops or ties
 - Fold outside corners together
 - Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ How to clean
 - **Washing machine**
 - You can include your face covering with your regular laundry.
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering.
 - **Washing by hand**
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) household bleach per gallon of room temperature water or
 - 4 teaspoons household bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Soak the face covering in the bleach solution for 5 minutes.
 - Rinse thoroughly with cool or room temperature water.
- ▶ **Make sure to completely dry cloth face covering after washing.**

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

▶ How to dry

◦ **Dryer**

- Use the highest heat setting and leave in the dryer until completely dry.

◦ **Air dry**

- Lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

PROPER USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

- ▶ **General considerations for the use of cloth face coverings**
 - When using a cloth face covering, make sure:
 - The mouth and nose are fully covered
 - The covering fits snugly against the sides of the face so there are no gaps
 - You do not have any difficulty breathing while wearing the cloth face covering
 - The cloth face covering can be tied or otherwise secured to prevent slipping
 - Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution and allow it to completely dry.

NOTIFYING TROY GYM OF SUSPECTED OR CONFIRMED COVID-19 SYMPTOMS

- ▶ Contact us by phone at 248.816.8496
- OR
- ▶ By email at havefun@troygym.com
- ▶ Your message must include the following
 - All symptoms
 - Day you were in Troy Gym
 - Building(s) you were in
 - Time frame you were in the buildings

NOTIFYING TROY GYM OF SUSPECTED OR CONFIRMED COVID-19 SYMPTOMS

- ▶ If you are sick
 - Contact your director
 - Try to find a sub using the Troy Gym contact list if able

REPORTING UNSAFE WORKING CONDITIONS

- ▶ **If you witness unsafe working conditions:**
 1. Contact your director
 2. Report conditions to Caity Buechner if matter is unsolved
 3. Report conditions to Toby Buechner if matter is unsolved
 4. File a complaint with MIOSHA
- ▶ **All workers have the right to:**
 - Raise a safety or health concern with their employer or MIOSHA
 - File a complaint with MIOSHA
- ▶ **Employers cannot retaliate against an employee for:**
 - Complaining about safety or health condition in the workplace
 - Refusing to do an allegedly imminently dangerous job/task

COMPLYING WITH ADA & HIPPA

- ▶ If you know of a staff member or customer who has contracted Covid-19, you:
 - may not disclose protected health information (“PHI”) unless permitted by HIPAA. An individual’s health status related to testing positive for COVID-19 is considered PHI
 - may not disclose PHI to the media
 - may investigate the exposure of others in the workplace without disclosing the name of the individual or any personally identifiable information about the person