

COVID-19 RETURN TO TRAIN GUIDELINES



BEFORE REOPENING

ABTA member clubs must meet the following criteria before reopening:

1. Designate a COVID-19 Safety Coordinator(s):

This individual will be your key resource and central point of contact for all COVID-19 related matters for your club. The safety coordinator will be responsible for such areas as:

- Familiarizing themselves with the guidelines in this document and overseeing their implementation.
- Liaising with your club volunteers; educating and communicating correct protocols.
- Liaising with ABTA staff to answer questions and stay abreast of any updates to protocols.
- Proofing/providing feedback on all materials related to COVID-19 before being published to your members.
- Periodically reviewing the club's plans to ensure all protocols are being followed.
- Keep up to date on the ever-changing government documents.
- Serve as your club's contact person for any COVID-19 related matters.

2. Develop a Return to Train Plan: All actions must meet or exceed those listed in this document. Fulfilling the checklist requirements in this document and providing a signed copy to ABTA will also be accepted as a club's Return to Train Plan.

Examples of what should be included in your Club Return To Train Plan:

- Current safety/health protocols from the facility you are using for classes
- List of locations for classes
- Class lists and membership numbers (to easily track if daily screening forms were submitted)
- Sanction forms for all scheduled classes

3. Review Plan with an ABTA Staff Member: You can present your club's plan to an ABTA staff member by sharing a written document and supporting resources.

Email abta@telusplanet.net to share your plan.

4. Obtain ABTA Approval to Reopen: This may be provided immediately following your review with an ABTA staff member or once any outstanding areas for improvement are addressed.

NOTE:

All resources directly linked to in this document are available on ABTA's webpage (www.albertabaton.com) where they will be updated in accordance with evolving Government of Alberta guidelines.

If you are submitting your Club Planning & Preparation Checklist form in a printed version, please scan the completed document into a PDF and email it to the ABTA Office: abta@telusplanet.net

The ABTA Return to Train Planning & Preparation Checklist is also available as an online form if you would prefer. If using the online form, please note that **BOTH** the Club Administrator **AND** Designated COVID-19 Safety Coordinator must submit a form.

Link to online Planning & Preparation Checklist: <https://form.jotform.com/202296573747061>

PLANNING & PREPARATION CHECKLIST

Please complete the following checklist in preparation to submitting your documents to an ABTA staff member.

GENERAL

- The following governments websites have been reviewed by club administrators and COVID-19 Safety Coordinator(s) and will be revisited on a regular basis:
[Alberta Biz Connect](#)
[Alberta's COVID-19 Response Recommendations for PPE](#)
[Return to Sport, Physical Activity and Recreation – Stage 2 Guidelines](#)
[Alberta's General Relaunch Guidance](#)
- Cohorts (athletes, coaches and staff) cannot exceed 50 people.
- Whenever possible, activities will be re-located to outdoor settings instead of indoors.
- Natural ventilation will be provided by opening windows and doors wherever possible to increase air flow.
- All unnecessary communal items have been removed.

COACHES & CLUB VOLUNTEERS

- Coaches and Volunteers have been assigned equipment and supplies for individual use and protocols are in place to avoid any unnecessary sharing.
- Protocols are in place to ensure any coaches or volunteers who are exhibiting symptoms of COVID-19, who have travelled internationally in the past 14 days, or who have been in close contact with a case of COVID-19 in the last 14 days are identified and instructed to stay home and isolate.
- Coaches and Volunteers have been educated about COVID-19 and how it is transmitted (i.e. droplet and contact transmission). **Resources for Sharing:** [COVID-19 Info for Albertans webpage](#)
- Hand hygiene is enforced among coaches and volunteers.

POINTS OF ENTRY & CONTROLLING ACCESS

- Hand sanitizer (60% alcohol or higher) is available at entry and exit points, and members are encouraged to also bring their own. [View Gov't of Canada approved list of disinfectants and hand sanitizers.](#)
- Physical contact is limited through use of online payment and registration or hands-free check in. If contact with a device is required, a staff member will sanitize that device before the next person uses it.
- Request that participants arrive no more than 5-10 mins before their scheduled training or activity.
- Activities are coordinated to allow for ample cleaning between cohorts, to avoid crowding and to reduce wait times.
- Parents and guardians are encouraged to stay outside in their vehicles for a few extra minutes after dropping of their child to ensure there are no issues.

SCREENING

- All participants are instructed to complete the **MANDATORY [COVID-19 Daily Screening Checklist](#)** prior to entering the facility and/or participating in any activity.
- Any participant that is exhibiting any [COVID-19 symptoms](#) MUST not be allowed to enter the facility or participate.

SANITATION, CLEANING & DISINFECTING

- Hand sanitizer is provided throughout the facility and all hand washing sinks are fully stocked with soap and paper towels. If in a school or public run facility, be sure to alert the appropriate people when these items are not fully stocked.
- Staff responsible for cleaning have been familiarized with the cleaning and disinfecting guidelines in [Alberta's General Relaunch Guidance](#) document and are implementing these guidelines.
- Regularly clean and disinfect frequently touched surfaces.

LOCKER ROOMS & CHANGE ROOMS

- To discourage the use of locker rooms and change rooms as much as possible, participants are being encouraged to come dressed for their activity.
- Surfaces, sinks and toilets are cleaned and disinfected regularly.
- All self-serve and common-use items such as hair dryers, scrunchies, make up, showers etc. have been removed or closed.

PHYSICAL DISTANCING

- No baton, gymnastics or acrobatic skills or activities that require spotting are permitted.
- Participants and spectators are prompted and monitored by staff to ensure physical distancing of 2 meters or more is maintained in lobbies, change rooms, multi-purpose rooms, bleachers, viewing areas etc.
- For high intensity physical activity, athletes should be kept at least 3 meters apart.
- Measures are in place (e.g. directional arrows) that promote one-way traffic flow to avoid individuals from inadvertently interacting.
- Markers (e.g. signage or stickers) on the wall/floor have been placed 2 meters apart to show participants where to stand.
- Procedures have been put in place to allow for uncongested drop off and pick up of participants (e.g. Drive-thru lanes for participant pick up and drop off, dedicated entrances and exits for incoming and outgoing participants).
- Common area chairs and tables have been stacked, roped off or removed from the area to promote distancing.

SPECTATORS

- The maximum number of people that a spectator space can hold while ensuring 2-meter physical distancing guidelines are followed has been identified. Measures are in place to ensure that number is not exceeded at any time.

Notes: A maximum of 100 persons cannot be exceeded even if the space allows.

Unless from the same household, spectators must maintain a minimum 2-meter distance from one another at all times, whether the activity is indoor or outdoor.

It is strongly recommended that all spectators wear masks, especially in an indoor setting. Cheering and yelling is strongly discouraged at this time as it presents a high risk of spreading droplets.

ENCOURAGING PARTICIPANT HYGIENE

- Participants are not permitted to share personal items or training equipment (batons, baton tape, Rosin, water bottles, stretching bands, yoga blocks, etc.)
- Participants are instructed to bring their belongings in a bag and come dressed for their activity as locker facilities will not be available.
- Protocols are in place to enable and encourage participants to perform frequent hand hygiene before, during and after the activity. Tip: Encourage participants to carry and use their own hand sanitizer.
- Participants are reminded to refrain from touching their eyes, nose, mouth and face.
- Participants are reminded to exhibit good respiratory etiquette (i.e. sneezing or coughing into the crook of their elbow or a tissue, no spitting, no clearing of nasal passages).
- Clean/wash your hands frequently with soap and water for at least 20 seconds, or use a hand sanitizer (>60% alcohol). Coaches and athletes are encouraged to carry a personal supply of hand sanitizer for use as needed before, during and after training.

COMMUNICATIONS

- All athletes, coaches, volunteers and spectators have been communicated to about the risk of COVID-19 and practices that should be undertaken to mitigate risk.
- Appropriate Government of Alberta posters are prominently displayed throughout the facility, including:
 - Physical distancing expectations
 - Hand hygiene and respiratory etiquette
 - Cleaning and disinfection practices

Resource: [View Government of Alberta Posters](#)

FOOD & BEVERAGE

- All members have been notified that no food and beverage is to be shared between individuals.

MASKS & GLOVES

- Masks and gloves are readily available for coaches, volunteers and athletes in case emergency contact is required, such as tending to an injury.
- Participants are instructed not to wear masks during periods of activity.
- Coaches and volunteers are given the option to wear masks should they choose.
- Coaches and volunteers have been instructed on how to properly wear a mask should it be required.

Resource: [Government of Alberta Information Regarding Masks](#)

SUGGESTED CONTENTS FOR INDIVIDUAL BATON BAGS

A final list should be provided to families by your club:

Mask
Full water bottle
Personal Rosin container
Athletic tape/bandaids
Thera bands / tubing
Yoga mat
Baton shoes
Batons
Personal hand sanitizer
Hair ties

CONSIDERATIONS FOR MODIFYING ACTIVITIES

- Considerations have been given for modifying activities.
Resource: [View the Return to Train Tips for Coaches document.](#)
- Where possible, activities are being modified and moved outdoors.
- Activities that require physical contact, such as acro will have to change the structure of their classes to eliminate training skills that require spotting until Phase 3.

COMPETITIONS & TRAVEL

- No competitions are being scheduled as part of Phase 2.
- No cross-jurisdictional or inter-regional play will occur in Phase 2; all activities and participants in the gym are from the local community.

PUBLIC HEALTH RECOMMENDATIONS

- Athletes, coaches, volunteers and spectators who become symptomatic are being asked to leave immediately and instructed to isolate from others.
- Club protocols are in place to keep records of all athletes, coaches, volunteers and spectators for a period of two weeks should contact tracing data be required by the Government of Alberta or Alberta Health Services, resulting from a case of COVID-19 being linked to the facility.

RAPID RESPONSE TO SYMPTOMATIC INDIVIDUALS

- A rapid response plan is in place to manage symptomatic athletes, coaches, volunteers and spectators. Details for this plan can be found in [Alberta's General Relaunch Guidance](#) document.
- Rapid response plan is in place that takes into consideration:
 - Immediate isolation of the symptomatic participant from others, including safe travel home
 - Consideration of cancelling the current training session.
 - Immediate washing of hands by all other participants.
 - Immediate cleaning and disinfection of all equipment and surfaces that the symptomatic participant may have touched/come in contact with.
- Any athlete or volunteer that is required to leave a training session as a consequence of experiencing signs or symptoms consistent with COVID-19 is required to contact their physician to consider the appropriateness of further investigations. Further investigations may include a test for COVID-19, which then may lead to the notification of appropriate public health officials regarding a positive test result. Public health officials will determine any requirements related to facility and/or group operations, as well as any requirements around contact tracing as it relates to managing the spread of the virus. The athlete or volunteer may not return until receiving clearance from the physician, and if a test for COVID-19 was completed, a negative test result will be required before further training is permitted. If home isolation is required, guidelines have been provided in a subsequent section below.
- Coaches, volunteers or athletes at risk for severe illness from COVID-19 are recommended to review their specific health concerns with their primary care provider prior to attending training sessions.
- Common underlying health conditions which may place an individual at higher risk would include hypertension, heart disease, diabetes, obesity, chronic respiratory diseases such as asthma and those who are otherwise immunocompromised.

TRAINING GROUP PROTOCOL FOR POSITIVE TEST

- If any athlete, coach or volunteer test positive for COVID-19, the following steps must be taken:
 - The athlete is removed from the training group immediately.
 - Team training will be suspended and all team members are placed in self-isolation.
 - The local public health authority will provide further management recommendations which may include further testing, and arrange for contact tracing.
 - Any further team members who develop symptoms will be referred to the appropriate public health authority or help-line for guidance on testing and appropriate management.
- Team training could resume if:
 - All team members undergo self-isolation for 14 days and no other member has developed symptoms.
 - All team members are cleared to return to group training by their physician in accordance with Provincial guidelines.

HOME ISOLATION RECOMMENDATIONS

- If you find yourself ill with symptoms suggestive of COVID-19,
 - Remain at home except to get urgent medical care.
 - Do not go to work, school, pool or other public places.
 - Cancel non urgent appointments.
 - Do not use public transport.
 - Notify your doctor or local health department by phone, as testing may be required.
 - Monitor your symptoms and seek medical attention if you are having difficulty breathing, are unable to drink fluids, or if your illness is significantly worsening.
 - Wear a face mask when around others, particularly when physical distancing cannot be maintained.
 - Separate from household members, at least 2 metres at all times.
 - Do not have visitors.
 - Stay in a well ventilated room (open windows) and use your own bathroom if possible.
 - Sanitize common use surfaces frequently.
 - If close contacts are vulnerable in terms of their health, consider alternative accommodations.
 - Avoid sharing household items.
 - Maintain excellent hand hygiene.
 - Follow any other local health regulations

SUMMARY OF RETURN TO TRAIN PLAN

1. All Alberta Clubs must meet the following criteria before reopening:

- Designate a COVID-19 Safety Coordinator
- Develop a Club 'Return to Train Plan'
- Review Plan with an ABTA Staff Member
- Obtain ABTA Approval to Reopen

2. All members participating in club activities (lessons, meetings, volunteering) must submit the **MANDATORY** Daily Screening Checklist 30 minutes PRIOR to the scheduled activity. The Club Safety Coordinator is responsible for making sure ALL members taking part in club activities have submitted their form BEFORE the activity begins. If a member does not complete the daily screening form, they are prohibited from participating during that day's activities.

3. Region Chairpersons will be monitoring to ensure that all clubs are enforcing the **MANDATORY** Daily Screening Checklists for each of their scheduled classes. If a club fails to submit daily screening checklists for their members, the region chairperson will be in contact with the Club Chair and the Club Safety Coordinator. Classes will be suspended immediately until the club takes appropriate action that is approved by both the region chairperson and ABTA.

4. Region Chairperson will submit weekly club reports to ABTA.

5. If a club has a member that tests positive for COVID-19, the Region Chairperson will work directly with the club to ensure the correct protocols have been executed prior to the club resuming regular programming.

Examples of what information should be included in your Club Return to Train Plan:

- COVID-19 Protocols for each facility you will be holding classes in
- Name and Contact Information for Club Safety Coordinator (one per club)
- Class Schedule
- Class List - including all Athletes and Coaches
- Sanction Forms for all classes (each location must be a separate sanction)
- Who will be monitoring the Daily Screening Checklist submissions?
- Who will inform the athlete they are not permitted to participate if their Daily Screening Checklist form is not submitted prior to class?
- What is the club's plan if someone tests positive for COVID-19?

Important Links:

[Mandatory Online Daily Screening Checklist](#)

[COVID-19 Info for Albertans](#)

[COVID-19 Symptoms](#)

If you have any questions, please contact the ABTA Office:

abta@telusplanet.net

(780) 415-0144

COMMENTS OR ADDITIONAL MEASURES

I have reviewed and completed the above Checklist for and on behalf of the baton club listed below. The completed Checklist represents a true and correct reflection of the organization's approach to each of the considerations set out in the Checklist.

*** IF SUBMITTING YOUR CLUB PLANNING & PREPARATION CHECKLIST FORM BY USING A PRINTED VERSION, PLEASE SCAN THE ENTIRE COMPLETED DOCUMENT INTO A PDF FORMAT AND EMAIL TO THE ABTA OFFICE: ABTA@TELUSPLANET.NET

**** IF SUBMITTING YOUR CLUB PLANNING & PREPARATION CHECKLIST FORM ONLINE, **BOTH** THE CLUB ADMINISTRATOR AND THE DESIGNATED COVID-19 CLUB SAFETY COORDINATOR MUST SUBMIT THE CHECKLIST.

Club Administrator

Signature: _____

Name: _____

Title: _____

Club Name: _____

Date: _____

Designated COVID-19 Club Safety Coordinator

Signature: _____

Name: _____

Title: _____

Club Name: _____

Date: _____