

# SAFETY STANDARDS



Safety Standards and Policies  
for Returning to Gigueres

# Gigueres Reopening Policy

## Gigueres Social Distancing Protocols

1. All persons, including employees, customers, and vendors will remain at least six feet apart to the greatest extent possible, both inside and outside workplaces.
2. Physical distancing will be practiced by the children and staff at all times, including but not limited to:
  - a. During transitions (e.g. waiting for bathrooms, moving to a new event, entering and leaving the gym, etc.)
  - b. During a group's time at a specific event/during their rotation.
  - c. During any breaks given to athletes during practice
3. Group numbers will not exceed 10 athletes per group. Gigueres will start with 5 to 6 athletes in each group for step 1. We will add as it is safe to do so.
4. No Group activities will be done that include any human to human contact.
5. All dressing rooms will be blocked off or taken apart. Our main locker room will be used as a hallway.
6. Gigueres protocols to ensure that employees and customers can practice adequate social distancing.
  - a. Coaches are responsible for maintaining social distancing among athletes, coaches, staff, and spectators.
  - b. Parents are asked to utilize email for communication between coaches. Coaches will check emails before the start of each practice.
  - c. Gyms will be mapped out and labelled for how to run a safe practice/class.
  - d. Maps will include where to stand while coaching.
  - e. Staff will be trained to run a practice/class without spotting.
  - f. Athletes and Parents will use one entrance and one exit.
  - g. Schedules are made to provide limited traffic times in the hallway.
  - h. Stations and activities will be modified to allow 6 feet distance between children.
  - i. Children will be limited to certain coaches as much as possible.
  - j. Athletes are discouraged from high fives, fist bumps, and other social contact.
  - k. Each athlete will bring a backpack to include: their own chalk, water bottle, and grips.
  - l. Everyone walking into the building will wear a face mask. Athletes will not wear face masks while performing gymnastics.
  - m. Communal chalk buckets will be removed. Athletes will carry their own container of chalk with them. Gigueres will provide athletes with chalk.
  - n. Each athlete will only be allowed one parent for drop off and pick up.

- o. Viewing area chairs will be set up six feet apart from one another.
  - p. Spectators will be limited to only when necessary and safe.
  - q. Ratios for classes/practices will be based on a 250 square feet per athlete guideline.
  - r. The number of customers allowed in each bathroom will be limited to 1 person at a time.
7. Signage for safe social distancing will be displayed.
- a. Floor tape marking out showing 6 feet distancing while traveling in the hallway and gyms.
  - b. Floor tape marking out showing flow of traffic in the hallways and in the gyms.
  - c. Signs posted reminding staff and customers to stay 6 feet apart.
8. All employees, staff, and spectators will wear masks or face coverings when 6 feet social distancing is not manageable. Athletes will not wear masks while performing gymnastics. They will be safely distanced 6 feet apart before any activity.

## Hygiene Protocols

1. Hand washing capabilities have been spread out throughout the workplace
  - a. Bubblers have been turned into hand sanitizing stations.
  - b. Hands free soap dispensers are in each bathroom.
  - c. Bathroom doors are propped open to limit touching.
  - d. Hand sanitizer stations will be monitored for refill by office staff.
  - e. Hand sanitizer with 60 percent alcohol is spread out throughout the facility.
2. Gigueres employees will frequently hand wash and adequate supplies will be supplied.
  - a. Employees/Customers will use hand sanitizer on their hands before entering the building.
  - b. Employees/Athletes will sanitize/wash hands (supervised) after every rotation.
  - c. Employees/Customers will sanitize their hands as they exit the building.
  - d. Employees will sanitize their hands after cleaning the facility.
  - e. Office staff will take daily inventory of cleaning/disinfecting supplies.
  - f. Staff members will frequently check supplies in bathrooms and sanitizing stations.
3. When to Wash Hands:
  - a. Children and staff must wash their hands or use hand sanitizer often, making sure to wash all surfaces of their hands (e.g., front and back, wrists, between fingers). Via our hand washing signage and constant promotion, everyone is advised to be regularly washing their hands with soap and water for at least 20 seconds when the following criteria are met:

- i. Upon entry into and exit from program space
  - ii. Before and after eating
  - iii. After sneezing, coughing or nose blowing
  - iv. After toileting and diapering
  - v. After touching or cleaning surfaces that may be contaminated
  - vi. After using any shared equipment like toys, computer keyboards, mouse, etc.
  - vii. After assisting children with handwashing
  - viii. Before and after administration of medication
  - ix. After contact with facemask or cloth face covering
  - x. Before and after changes of gloves.
4. Gigueres will regularly sanitize high touch areas, such as workstations, equipment, screens, doorknobs, restrooms throughout the building.
  - a. Customers will perform exercises on vinyl mats that can be easily sanitized after each use as much as possible.
  - b. Porous surfaces such as carpet squares and bean bags will be temporarily taken out of use.
  - c. Athletes will carry their personal equipment with them from station to station.
  - d. Athletes will be advised not to share their own personal equipment.
  - e. Equipment will be cleaned after each athlete's turn and before another athlete uses it.
  - f. Athletes will be spread out to use one set of equipment for as long as possible.
  - g. High traffic areas will be cleaned at the end of each class/practice.
5. How to Properly Cough or Sneeze
  - a. Children and staff must avoid touching their eyes, nose, and mouth. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available and with parental permission and careful supervision as appropriate to the ages of the child).
  - b. If a tissue is not accessible prior to coughing or sneezing, children and staff are to do so into their elbow.
6. Parent's Role in Hygiene: We will ask parents and caregivers to wash their own hands and assist in washing the hands of their children before dropping off, prior to coming for pick up, and when they get home.
7. Miscellaneous Hygiene Protocols
  - a. All locker rooms will be blocked off or not utilized. Our main locker room will be used as a hallway. All athletes need to arrive fully dressed.
  - b. All water fountains have been turned off.
  - c. All athletes will carry a bag with them with their own personal equipment. All athletes will need to have their own water bottle. No sharing will be allowed. A water bottle will be provided if one has been forgotten.
8. Personal Protective Equipment (PPE) and Face Masks and Coverings Face Masks & Coverings:

- a. Posters are placed throughout Giguères to encourage Proper Mask Use
  - i. All staff and parents in the facility will be required to wear masks or cloth face coverings when in the facility until such a time as this measure is not necessary.
  - ii. Students will not be required to wear masks while participating in activities, though they will be required to wear masks when in the facility but not training, such as when going to the bathroom.
  - iii. To slow the spread of COVID-19, staff are required to wear a cloth face covering while serving children and interacting with parents and families. Staff are required to wear a cloth face covering whenever 6 feet of physical distancing is not possible. If possible, staff are encouraged to consider the use of transparent face coverings to allow for the reading of facial expressions, which is important for child development.
  - iv. Children over the age of 2 who can safely and appropriately wear, remove, and handle masks, are to wear them in the facility when not participating in their practice or class.
- b. Additional guidance on use of face coverings and masks by children is as follows:
  - i. Children under the age of 2 years should not wear face coverings or masks.
  - ii. When children can be safely kept at least 6 feet away from others, then they do not need to be encouraged to wear a mask.
  - iii. Masks do not need to be worn while engaging in active outdoor play, if children are able to keep physical distance from others.
  - iv. Children 2 years of age and older must be supervised when wearing a mask. If wearing the face covering causes the child to touch their face more frequently, staff must reconsider whether the mask is appropriate for the child.
  - v. Families Provide Their Own Masks A. Families should provide their children with a sufficient supply of clean masks and face coverings for their child to allow replacing the covering as needed.
  - vi. Each family will be encourage to have a plan to:
    - 1. routinely clean of masks and face coverings
    - 2. clearly mark masks with child's first and last name
    - 3. clearly distinguish which side of the covering should be worn facing outwards so they are worn properly each day.
    - 4. A Mask Will Be Provided For Students. If families are unable to provide masks, Giguères will provide a mask for any child as necessary, though the family will be informed of their need to do so thereafter.
  - vii. Cleaning Your Mask: Masks and face coverings must be routinely washed (at least daily and any time the mask is used or becomes soiled) depending on the frequency of use. When possible, masks must be washed in a washing machine in hot water and dried fully before using

again. If a washing machine is unavailable, masks must be washed with soap and hot water and allowed to dry fully before using again.

- viii. Disposable Mask Disposal Procedure:
  - 1. If using a disposable mask, follow CDC guidance on proper daily removal. Grasp bottom ties or elastics of the mask, then the ones at the top, and remove without touching the front. Discard in a waste container and wash hands or use an alcohol based hand sanitizer immediately.
- ix. Parents Must Wear Masks:
  - 1. Until such a time as deemed not necessary, Gigueres will require all parents to wear a face mask when on the premises and at all times during drop-off and pick-up.
  - 2. Only students engaged in their class or practice are permitted to not wear a mask, but only while participating in their class or practice at safe social distances.
- x. Recommending Masks While in Public
  - 1. Gigueres will regularly remind families and staff that all individuals are encouraged to adhere to the CDC's recommendations for wearing a mask or cloth face covering whenever going out in public and/or around other people.
  - 2. Exceptions to Use of Face Masks/Coverings:
    - a. Exceptions for wearing face masks include situations that may inhibit an individual from wearing a face mask safely. These may include, but are not limited to:
      - i. Children under the age of 2 years
      - ii. Children who cannot safely and appropriately wear, remove, and handle masks
      - iii. Children who have difficulty breathing with the face covering or who are unconscious, incapacitated, or otherwise unable to remove the cover without assistance
      - iv. Children with severe cognitive or respiratory impairments that may have a hard time tolerating a face mask
      - v. Children where the only option for a face covering presents a potential choking or strangulation hazard
      - vi. Individuals who cannot breathe safely with a face covering, including those who require supplemental oxygen to breathe
      - vii. Individuals who, due to a behavioral health diagnosis or an intellectual impairment, are unable to wear a face covering safely

- viii. Individuals who need to communicate with people who rely upon lip-reading.
- xi. When to Use Gloves:
  - 1. Giguere staff must wear gloves when appropriate and at times of prolonged cleaning.
    - a. Hand-washing or use of an alcohol-based hand sanitizer before and after these procedures is always required, whether or not gloves are used.
    - b. To reduce cross-contamination, disposable gloves should always be discarded after the following instances.
      - i. Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids occurs.
      - ii. Any signs of damage (e.g., holes, rips, tearing) or degradation are observed.
      - iii. Maximum of four hours of continuous use.
      - iv. Removing gloves for any reason. Previously removed gloves should not be redonned as the risk of tearing and contamination increases. Therefore, disposable glove “re-use” should not be performed.
      - v. In addition, gloves should be removed following activities where glove usage is required: screening activities.

## **Staffing and Operations**

1. Giguere staff will only provide activities for participants under 18 years of age.
2. All staff will be reminded of their sick time and how it can be used.
  - a. All staff will be encouraged to use their sick time and, if necessary and in the absence of any available paid sick time hours, to use paid time off when they do not feel well.
  - b. The importance of staff not coming to work if they have a frequent cough, sneezing, fever, difficulty breathing, chills, muscle pain, headache, sore throat, or recent loss of taste or smell, or if they or someone they live with has been diagnosed with COVID-19 will be stressed.
3. Provide training for employees regarding the social distancing and hygiene protocols
  - a. Weekly meetings
  - b. Orientation

- c. Receive a Handbook
4. Screening
  - a. Gigueres directs all staff, students, and parents to perform daily self-screen at home, prior to coming to the facility for any of the symptoms listed below.
  - b. All staff, students, and parents will be temperature checked at the door. No one with a fever above 100 will be allowed to enter. A retest will be performed after 5 minutes.
5. Gigueres staff/customers will be held to a 24 hour wellness standard
6. Giguere staff/customers will be provided with hand washing and sanitizing stations spread out throughout the building.
7. Gigueres staff/customers will be temperature checked at the beginning of each work shift/practice/class.
8. Gigueres staff will be in charge of cleaning surface areas before and after each group and after individual use.
9. Schedules have been made that stagger the start and end time of groups and allow thirty minutes for the gym to be cleaned. Daily schedules will be made to aid in drop off and pick ups and event switching in the gym.
10. Gigueres will limit spectators in the building to ensure safe social distancing. If social distancing can not be maintained, spectators will be asked to wait outside.
11. To help aid in contact tracing Gigueres will:
  - a. log spectators who remain on site for an extended period of time. They will log in at the office table and be asked to wipe their pen clean after use.
    - i. Name
    - ii. Phone number
    - iii. Email address
  - b. Athletes and Staff will be tracked through attendance taken each day.
12. Gigueres employees/customers who are displaying COVID19-like symptoms
  - i. Fever of 100.4 (CDC guideline)
  - ii. Cough
  - iii. Shortness of breath or difficulty breathing
  - iv. Shaking Chills
  - v. Diarrhea
  - vi. Nausea
  - vii. Headache
  - viii. Fatigue
  - ix. Chest Pain
  - x. Muscle pain
  - xi. Sore throat
  - xii. Runny Nose



- xiii. New loss of taste or smell
  - b. Do not report to work, practice, or class.
  - c. Notify Manager or director of their program.
  - d. Sick employees and customers will follow CDC-recommended steps.
    - i. Stay home. Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
    - ii. Take care of yourself. Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
    - iii. Employees/customers will stay in touch with your doctor. Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
    - iv. Employees/customers will avoid public transportation, ride-sharing, or taxis.
  - e. Employees/customers should not return to Giguers until the criteria to discontinue home isolation are met in consultation with healthcare providers and state and local health departments.
- 13. Employees/customers who appear to have symptoms upon arrival to Giguers or who become sick during the day will.
  - a. Immediately be separated from other employees, customers, and visitors.
  - b. Sent home.
  - c. Advised to contact their physician.
- 14. If an employee/customer is confirmed to have COVID-19 infection, Giguers will inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The employer should instruct fellow employees about how to proceed based on the CDC [Public Health Recommendations for Community-Related Exposure](#) and local board of health.
  - a. In the event that Giguers experiences an exposure, Giguers will notify the following parties:
    - i. By Email & Phone Call: Employees and families about exposure but maintain confidentiality.
    - ii. By Phone Call: The Local board of health if a child or staff is COVID-19 positive
- 15. Close contacts of confirmed cases are the people most likely to become infected themselves. To facilitate identification of infections, molecular testing is

recommended for all close contacts regardless of symptom status. Close contacts, regardless of symptoms associated with COVID-19

- a. Should be tested as soon as possible after they are notified of their exposure to COVID-19. Testing should be done by PCR or other molecular test from a nasopharyngeal, nasal, or oral swab or a sputum sample.
- b. Serologic (antibody) testing is not appropriate for this use.
- c. Symptom-based testing should occur at any time during the contact's 14-day quarantine period, even if the person previously had a negative test result within that same period.
- d. There should be a low threshold for determining if someone is symptomatic and new onset of any of the following symptoms—fever, cough, shortness of breath/difficulty breathing, chills, shaking chills, headache, myalgia, sore throat, or loss of taste or smell—in a close contact should trigger testing.
- e. The contact is required to quarantine for the full 14 days, even following a negative test result.
- f. Close contacts may present a letter or a text from the MA COVID Team or a letter from a local Board of Health indicating the need for testing.
- g. Close contact is anyone who is within 6 feet, without a mask, and for more than 10 minutes.

#### 16. A Return-to-Gigueres Plan

- a. Symptomatic
  - i. Symptom-based strategy
    1. At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and
    2. Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
    3. At least 10 days have passed since symptoms first appeared.
  - b. Asymptomatic
    - i. Time-based strategy: At least 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test.

17. Employee and customer travel will be monitored and a two week isolation following travel will follow MA Board of Health Recommendations.

## Cleaning and Disinfecting

1. Gigueres cleaning protocols
  - a. Gigueres will use EPA approved disinfectants before the opening, during business hours, and at the close each day.
  - b. Gigueres staff will wear appropriate PPE while cleaning.
  - c. Gigueres staff will wash/disinfect their hands after cleaning.
2. Cleaning Logs
  - a. Each gym, bathroom, and office space will have a cleaning log that documents:
    1. Date
    2. Time
    3. Scope of cleaning
3. When an active employee/customer is diagnosed with COVID19, cleaning and disinfecting must be performed.
  - a. If a potential exposure is suspected, additional cleaning and disinfecting will be conducted as follows:
    - i. Close off areas visited by the ill persons.
    - ii. Open outside doors and windows and use ventilating fans to increase air circulation in the area.
    - iii. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
    - iv. Cleaning staff must clean and disinfect all areas such as the office, bathrooms, lobby, all mats and equipment in the gym, shared electronic equipment (e.g., tablets, touch screens, keyboards) used by the ill persons, focusing especially on frequently touched surfaces.
4. Disinfection of all common surfaces will take place at intervals appropriate to Gigueres.
  - a. The use of a Bioesque and EPA approved sanitizer will be used on large surface areas and equipment in between classes and at the end of the day.
  - b. Bioesque- A botanical cleaner with a 4 minute COVID kill time. After 4 minutes it can be wiped.
  - c. An approved solution of 4 teaspoons bleach per quart of water will be used for wiping off hard surfaces such as door knobs and bathrooms.
  - d. A Truce cleaner or a 75 percent isopropyl alcohol mist will be used on mats in between athletes turns.
  - e. Staff will disinfect high traffic areas with an EPA approved disinfectant in between each class/practice.
    - i. Door knobs

- ii. Bathroom Sinks
    - iii. Sanitizing Stations
    - iv. Shelving/counter space
    - v. Ipads/Ipods/Phones
  - f. Staff will disinfect all equipment in between each athlete's turn with an EPA approved disinfectant. (Bioesque)
    - i. Vault
    - ii. Bars
    - iii. Beam
    - iv. Floor
    - v. Vinyl Matting
  - g. Cleaning products will not be prepared near children. They're to be prepared for use ideally outside of the facility or in a closed but ventilated room.
  - h. Gigueres will follow manufacturer's instructions for application and proper ventilation.
  - i. Giguere will never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
  - j. Only single use, disposable paper towels shall be used for cleaning, sanitizing, and disinfecting.
  - k. Sponges shall not be used for sanitizing or disinfecting.
  - l. All sanitizing and disinfecting solutions will be labeled properly to identify the contents, kept out of the reach of children, and stored in a lockable closet.
5. In the Gym Cleaning
- a. Porous surface mats and items are not to be used at all, until as such a time it is deemed safe for them to be reintroduced to our facility. This includes pits, pit blocks, some mats, scarfs, bean bags, etc.
  - b. Items that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions must be set aside until they are cleaned by hand by a person wearing gloves and cleaned before use.
  - c. Play items, toys and books are not to be brought into the facility from outside.
  - d. For electronics, such as tablets, touch screens, keyboards, and remote controls, remove visible contamination if present. Follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Wait in accordance with manufacturer's directions and then dry surface thoroughly or allow to air dry
6. Additional Considerations:
- a. Gigueres will adhere to the following precautionary measures:
    - i. Staff clothing must not be worn again until after being laundered at the warmest temperature possible.
    - ii. Gigueres will follow the CDC infection control guidelines designed to protect individuals from exposure to diseases spread by blood, bodily fluids, or excretions that may spread infectious disease. Health precautions include, but are not limited to, the use of PPE, proper

disposal containers for contaminated waste, handwashing and proper handling of bodily waste.

1. Non-latex gloves shall be provided and used for the clean-up of blood and bodily fluids.
  2. Used gloves and any other materials containing blood or other bodily fluids shall be thrown away in a lined, covered container. Only material saturated/ dripping with blood is considered medical waste and must be stored and disposed of pursuant to the regulations. Materials such as band-aids, tissues and others with minimal blood are not considered medical waste.
  3. Contaminated clothing shall be sealed in a plastic container or bag, labeled with the child's name, and returned to the parent at the end of the day.
7. Working with Local and State Health Departments
- a. Gigueres will continue to work closely with Local and State Health Departments for updates/additional guidance for cleaning and disinfection and instructions and availability of COVID-19 testing.
  - b. Local Board of Health Contact- Julie VanArsdalen 857-248-1340
  - c. State Board of Health Contact Number- 617-983-6800

## **Sharing Information and Guidelines with Parents**

1. Gigueres will provide all of its staff/students and caregivers with it's "Health Handbook" to keep them informed about COVID-19 including symptoms, transmission, prevention and when to seek medical attention.
2. The handbook will also include information about Gigueres policies for preventing infection and illness.
3. Gigueres will be encouraging parents to share the information with their children as appropriate.
4. Giguere Managers and Directors will be responsible for sharing information to parents if and when an exposure occurs, and how that information will be communicated.

## **Understand Child's Healthcare Needs**

1) Before First Class or Practice

- a) To ensure that Gigueres is adequately prepared to provide safe and appropriate instruction to each child, the following steps must be taken.
  - i) All students listed on a family account with Gigueres must at bare-minimum inform Gigueres of any known allergies and special health concerns. All will be encouraged to provide any other medical information they're comfortable providing about their child. We would like to maintain an open conversation to ensure the safety of each student.
  - ii) Medical information submitted by parents when appropriate, will be used to determine whether a student will be able to participate safely in a program at Gigueres, as well as to inform us of any special considerations that need to be made in order to accommodate the child safely.
- b) Each family will need to fill out our waiver, including our COVID-19 Waiver, expressing their understanding of the risks associated with our activities, as well as with respect to the virus and their child's potential exposure to the virus by virtue of using the facility.
  - i) Without all waivers agreed to, a child may not participate in our activities and programming.
- c) All parents of children who are high-risk will be encouraged to discuss with their healthcare provider about whether the program is a safe option for the child and if additional protections are necessary.
- d) Discuss with the parent any concerns they have with the new protocols and how we can best help their child understand and adhere as close as possible to the health and safety requirements.

**Infant and Toddler Participation in Activities**

1. Resumption of Parent & Child Classes

- a. When classes and activities for our youngest students resume in the facility, one parent will assist their child throughout their class and time in the facility. The following are guidelines for staff, children and parents at such a time:
  - i. Staff must change outer clothing if body fluids from a child get on them.
  - ii. Parents must change the child's clothing if body fluids get on them.
  - iii. Soiled clothing must be placed in an enclosed bag and kept in the parent's possession.
  - iv. As infants and toddlers are not able to verbalize when they don't feel well, staff must be attentive to any changes in a very young child's behavior. If the child starts to look lethargic or show any other symptoms of the virus, the staff must speak with the parent and request the child to be removed from the class as a precautionary measure. If a toddler is showing signs of respiratory distress and having difficulty breathing, staff must call 911.