

# CircusWest COVID-19 Safety Policy

*\*This approved safety policy follows the guidelines of GymBC’s “Return to Sport Plan” was created in consultation with ViaSport and approved by the Provincial Health Officer and WorkSafeBC.*

*\*In this policy, “Team member” includes an employee, volunteer, participant or parent/spectator.*

***This will be posted at the venue, on the website and circulated to all team members.***

***This Document was last revised on August 25, 2020 to include Phase 3 Return to Sport Guidelines***

<https://www.viasport.ca/sites/default/files/Phase3ReturntoSportGuidelineswebV2.pdf>

[https://gymbc.org/public/uploads/GBC-Return-to-Sport.pdf?mc\\_cid=06d3255a3b&mc\\_eid=e7e58f5602](https://gymbc.org/public/uploads/GBC-Return-to-Sport.pdf?mc_cid=06d3255a3b&mc_eid=e7e58f5602)

The following five principles from BC’s Restart Plan have been used to guide this document:

Personal Hygiene	Stay Home If Sick	Environmental Hygiene	Safe Social Interactions	Physical Modifications
<ul style="list-style-type: none"> <li>• Frequent hand-washing</li> <li>• Cough into your sleeve</li> <li>• Wear a non-medical mask</li> <li>• No handshaking</li> </ul>	<ul style="list-style-type: none"> <li>• Routine daily screening</li> <li>• Anyone with any symptoms must stay away from others</li> <li>• Returning travelers must self-isolate</li> </ul>	<ul style="list-style-type: none"> <li>• More frequent cleaning</li> <li>• Enhance surface sanitation in high-touch areas</li> <li>• Touch-less technology</li> </ul>	<ul style="list-style-type: none"> <li>• Meet with small numbers of people</li> <li>• Maintain distance between you and others</li> <li>• Size of room: the bigger the better</li> <li>• Outdoor over indoor</li> </ul>	<ul style="list-style-type: none"> <li>• Spacing within rooms or in transit</li> <li>• Room design</li> <li>• Plexiglass barriers</li> <li>• Movement of people within spaces</li> </ul>

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## Step 1: Assess the risks at your workplace

*The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face. The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near. The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.*

**Involve staff when assessing your workplace.** *Identify areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together team members are and the longer they are close to each other, the greater the risk.*

*We have involved coaches, coordinators and directors in the safety planning process*

*We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.*

*We have identified job tasks and processes where team members are close to one another or members of the public.*

Areas Identified:

- Front desk and entry
- Facility Zone(s) Layout
- At drop-off/pick-up location (Muster Station G)
- In the bathrooms
- Entering/exiting the building
- The van

*We have identified the tools, machinery, and equipment that staff share while working.*

*We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.*

## Step 2: Implement protocols to reduce the risks

*Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:*

*Review industry-specific protocols on GymBC's "Return to Sport" plan, developed by ViaSport and approved by the Provincial Health Officer and WorkSafeBC*

Industry Protocols to address:

- WorkSafe BC
- Employment Standards Act

*Staff, Directors, and the joint health and safety committee.*

*[Orders, guidance, and notices](#) issued by the provincial health officer and relevant to your industry. Click the link for Government of BC guidelines on notices issued.*

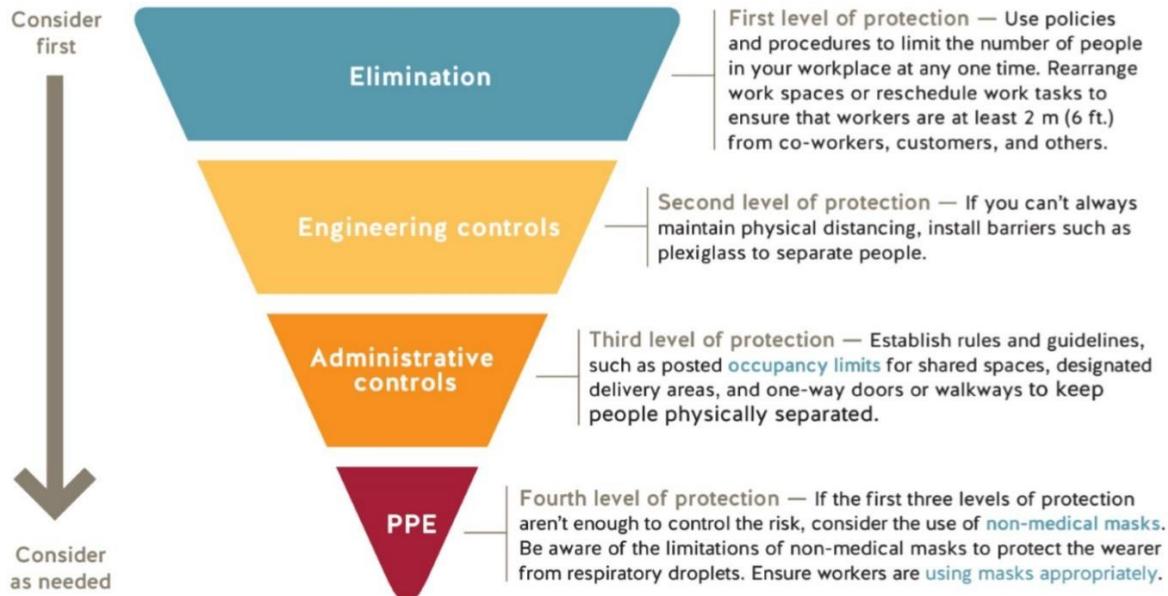
*Your health and safety association or other professional and industry associations.*

Associations referred to:

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- Gymnastics BC (ViaSport)
- PNE

## Reduce the risk of person-to-person transmission



First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

- CircusWest will follow mandated provincial health guidelines

*We have established and posted an [occupancy limit](#) for our premises.*

- Occupancy limit of 50, limited to staff and participants

*In order to reduce the number of people at the facility, we have considered off-site work arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.*

- Sign in and out upon entering and exiting the building
- Outdoor programming (weather dependent)

### Drop Off / Pick Up

- Parents will be directed to a drop off and pick up point directed by the PNE
- Participants meet at Muster Station G
- CircusWest staff member(s) will be at Muster Station G to direct the participants
- [Daily documented screening](#) of the participants, staff, volunteers and contractors as mandated by the Provincial Health department

*We have established and posted occupancy limits for common areas such as break rooms, meeting rooms,*

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*change rooms, washrooms, and elevators.*

## Staff Areas

- Staff room access limited to 1 staff member at a time
- Staff will be assigned a designated space to store their personal belongings, same directional flow.
- The staff designated bathroom will be the stage right washroom

## Participant Areas

- Participants will be assigned a space in which to store their belonging during class
- Limited bathroom access occupancy of 1
- Designated bathrooms will be available for participants.
- Access to the washroom is limited to one person at a time
- Where applicable, doors will remain propped open to limit handling; Person entering the women's washroom must call out to determine if the bathroom is occupied

*We have implemented measures to keep all team members at least 2 meters apart, wherever possible. Options include staggering work schedules and reorganizing work tasks.*

- Staff to participant spacing
- Participant and equipment spacing
- Place markings on the floor directing visitors where to stand when approaching front desk.
- Indoor areas to be used
  - Garden Auditorium
  - Hastings Room
- Outdoor areas on the PNE grounds
- Clear directional flow, enforced visually (arrows, guides on floor) and by staff; mapped for participants (Appendix 6)
- Clear & posted limits on how many participants can be in one area at one time (defined by the equipment being used).
- Coaches will stagger participant's entry into the building for handwashing prior to session starting.
- Close physical proximity should still be minimized as much as possible with a maximum occupancy of 50 maintained
- Deliveries to PNE Administration Building
- The [Rule of Two](#) must be adhered to at all times

## Second level protection (engineering): Barriers and partitions

- CircusWest will follow mandated provincial health guidelines

*We have installed barriers where team members can't keep physically distant from staff, participants, or others.*

Barriers identified/purchased:

- Clear barrier for front desk
- Full rolling barriers for coaches on floor
- Pickup and Dropoff flow using existing outdoor paths and signage

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*We have included barrier cleaning in our cleaning protocols.*

*We have installed the barriers, so they don't introduce other risks to staff*

## Third level protection (administrative): Rules and guidelines

- CircusWest will follow mandated provincial health guidelines for Phase 3

*We have identified rules and guidelines for how staff should conduct themselves.*

### New procedures:

- Garbage cans will be open already, not push open
- Traffic flow through the building will be mapped out and designated 2 meter distancing will be marked in specific areas where waiting may be required
- Participants will arrive dressed in proper gym attire for the training session and are to bring a water bottle (no water fountain access); reminder of NO GLASS containers
- A [Daily Screening Checklist](#) must be filled out by all individuals prior to entering the building
- Participants must fill in the Declaration of Compliance, Acknowledgement of Risk, Release of Liability and GymBC Release prior to participating in class
- For all COVID-19 related communications, compliance and coordination at CircusWest please contact [info@circuswest.com](mailto:info@circuswest.com) or visit the CircusWest COVID-19 webpage

*We have clearly communicated these rules and guidelines to all team members through a combination of training and signage.*

### Documentation / Signage:

- Participants will be sent a CircusWest COVID-19 Rules & Guidelines summary document of the steps CircusWest is taking regarding new safety procedures and the steps we'll need participants to take in order to return.
- Staff will be directed to the CircusWest COVID-19 Rules & Guidelines
- Signage (ie proper handwashing) around building – in conjunction with PNE and WorkSafe

### Training / Orientation:

- Online documentation and resources including posters will be posted and shared, for staff and participants (ie how to wash hands; directional flow of the space; etc)
- Participants: an in-house first day orientation will walk kids through the space (where to handwash, how the arrows flow, how to enter/exit, etc)
  - Participants purposely not abiding by the health and safety guidelines as mandated by the government of BC will be removed from the training or performance opportunity
- Staff: in-house training and orientation before the programming starts, including:
  - a walk-through of the space and the directional flow (arrows); personal belonging storage for participants and staff members; where participants are being dropped off / picked up; where participants will wait if they get sick during class (while parent is on the way to pick them up)
  - The risk of exposure to COVID-19 and the signs and symptoms of the disease

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- Safe work procedures or instruction to be followed, including hand washing and cough/sneeze etiquette
- How to report an exposure to or symptoms of COVID-19
- Changes to work policies, practices, and procedures due to the COVID-19 pandemic and keeping records of that training
- Documenting COVID-19 related meetings and posting minutes at a central location
- Keeping records of instruction and training provided to staff regarding COVID-19, as well as reports of exposure and first aid records.

## Ongoing Communication:

- Check-in meeting with staff to provide them with new information and review any concerns.
- Keeping members informed about what we are doing regarding taking extra precautions
- Ensuring that staff know how to raise safety concerns
- Central location where new information is posted relating to COVID-19 (Website)

See CircusWest COVID-19 Rules & Guidelines document – a living document, being reviewed as more equipment and participants are added. Rules & Guidelines include:

- directional flow of space (one-way walkways)
- staggered use of entrance/exit doors
- propping doors open for easier access (bathrooms), blocking off excess bathroom stalls
- cleaning of equipment
- frequent handwashing
- discussion between parents and coaches should be completed over the by electronic communication or outside the facility

## Fourth level protection: Using masks (optional measure in addition to other control measures)

- CircusWest will follow mandated provincial health guidelines

*We have reviewed the information on selecting and using masks and instructions on how to use a mask.*

*We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that masks should only be considered when other control measures cannot be implemented.*

*We have trained staff in the proper use of masks.*

- Links for WorkSafe guidelines on [how to select a mask](#) and [how to use a mask](#). These will be shared with staff and participants.
- PPE will be supplied for staff
- Participants wearing PPE will be at the mandate of the government

## Reduce the risk of surface transmission through effective cleaning and hygiene practices

- CircusWest will follow mandated provincial health guidelines

*We have reviewed the information on cleaning and disinfecting surfaces.*

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*Our workplace has enough handwashing facilities and dispensers on site for all our staff and participants. Handwashing locations are visible and easily accessed.*

*We have policies that specify when all team members must wash their hands and we have communicated good hygiene practices. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.*

## Hygiene

- For all team members (anyone entering the building): handwashing is mandatory as soon as you come in the building and before they go home
- Hand sanitizer will be available between equipment use for participants
- Participants will wash their hands or use hand sanitizer:
  - After using the toilet
  - After sneezing or coughing into hands or tissue
  - Whenever hands are visibly dirty
  - When moving between different learning environments or rotations (e.g., outdoor-indoor transitions, from the gym to the classroom)
- A Coach will be outside to wait with dropped off kids. Participants will be sent in a few at a time to handwash and move onto the floor. Staff at the front desk can monitor how long the handwashing is happening and can signal the coach to send in the next participant.
- Staff will enter glass doors, wash hands in accessible bathroom, then up to floor
- Staggered handwashing times throughout day to enforce one-way directional flow
- CircusWest will post signage from WorkSafe BC:
  - [Cover Coughs and Sneezes](#)
  - [Handwashing](#)

*We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).*

## Cleaning

- CircusWest will follow the cleaning and disinfecting guidelines of GymBC which have been approved by the PHO and [WorkSafe BC](#), and other official bodies
- Any equipment that is shared between participants will be cleaned and disinfected before moving from one participant to another

## List of High-Touch Surfaces:

- Front desk = desk surface; plexiglass barrier; phone; computer; pin pad
- Doors (all ones used for entrances/exits, bathrooms): door handles, doors 2' from floor to 6' from floor
- light switches
- bathrooms: soap dispensers, sinks, walls by washroom 2'-6' from floor
- stairwells: handrails
- on floor: iPad, phones, accordion mats, select circus equipment, lift



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- areas participants and staff are using for personal storage
- where outdoor shoes are stored
- offices – shared equipment (ie printer), phones, desks, safe
- See appendix for cleaning lists

## Surface Cleaning Schedules:

- Clean high touch areas based on usage
- Clean all bathrooms based on usage
- Wiping down, mopping and sanitizing will be done
  - high touch usage cleaning
  - before and after sessions
  - start and end of day
- Checklist logs will be available for each cleaning area
- Cleaning safety equipment will be supplied to staff to ensure safety coverage

*Staff who are cleaning have adequate training and materials.*

*We have removed unnecessary tools and equipment to simplify the cleaning process*

## Step 3: Develop policies

- CircusWest has developed this approved safety plan policy in compliance with GymBC that manages our training venue, attendance and limits in the venue, how to address illness that arises in the workplace, and how staff and participants can be kept safe in adjusted programming conditions. This policy ensures that staff and participants showing symptoms of Covid-19 are prohibited from the venue.

*Our safety procedures ensure that all team members showing symptoms of COVID-19 are prohibited from the workplace.*

*Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.*

*Anyone directed by Public Health to [self-isolate](#). Click the link for more info on BC CDC's isolation policies.*

*Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.*

*Outside visitors will be prohibited in the facility during programming.*

*CircusWest may request doctor's note to confirm a seasonal allergy*

*Immuno-compromised (high-risk) individuals should consult a medical practitioner before returning to the gym.*

*Team members may choose to wear masks at any time, at their discretion. However, for safety reasons, athletes cannot be required to wear a mask during activities. Masks must be worn in any situation where physical distancing of two meters is not possible.*

*Our policy addresses staff who may start to feel ill at work. It includes the following:*

*Sick staff should report to first aid, even with mild symptoms.*

*Sick staff should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the staff member to go straight home. [Consult the BC COVID-19 Self-Assessment Tool or call 811 for further guidance*



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*related to testing and self-isolation.]*

*If the staff member is severely ill (e.g., difficulty breathing, chest pain), call 911.*

*Clean and disinfect any surfaces that the ill staff member has come into contact with.*

If any participant (Child or Adult) starts showing symptoms of what could be influenza or COVID-19:

1. The child's parent or caregiver will be contacted to come and pick them up right away
2. The participant will be moved to a separate and supervised area, Muster Station G, where we will promptly separate the child from others until their parent or caregiver can come and pick them up.
3. Staff who show symptoms will go home right away
4. We will not close our facility if an individual with suspected or confirmed COVID-19 has been in our facility, however proper cleaning and disinfection of the rooms and surfaces within the facility contacted by the symptomatic person will be required: a thorough cleaning of the space once the child has been picked up, including all touch surfaces.

## Step 4: Develop communication plans and training

*You must ensure that everyone entering the venue, including staff from other employers, knows how to keep themselves safe while at your workplace.*

*We have ensured staff are trained in this Covid19 Safety Policy.*

*All staff have received the written and verbal communication of the safety plan for staying home when sick.*

*We have posted signage at the venue, including occupancy limits and effective hygiene practices.*

*We have posted signage at the main entrance indicating who is restricted from entering the premises, including all team members with symptoms.*

*Supervisors have been trained on monitoring staff at the venue to ensure policies and procedures are being followed.*

## Step 5: Monitor your workplace and update your plans as necessary

*Things may change how our organization operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve staff in this process.*

*We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.*

*Staff know who to go to with health and safety concerns.*

*When resolving safety issues, we will involve a joint health and safety committee*

## Step 6: Assess and address risks from resuming operations

*If your venue has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.*

*We have a training plan for new staff.*

*We have a training plan for staff taking on new roles or responsibilities.*

*We have a training plan around changes to our business, such as new equipment, processes, or products.*

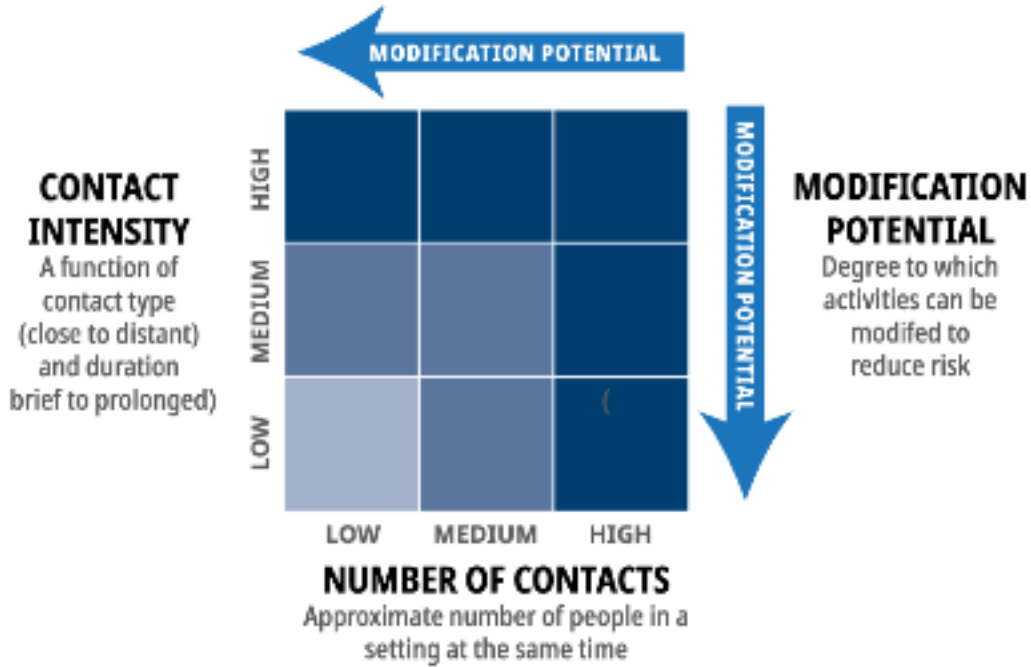
*We have reviewed the start-up requirements for vehicles, equipment, and machinery that have been out of use.*

*We have identified a safe process for clearing systems and lines of product that have been out of use*

*To avoid injuries, we have an identified plan to ensure the gradual reintroduction of participants into circus activities*

## PHASE 3 RETURN TO SPORT: PROGRESSIVELY LOOSEN (Update)

British Columbia is in Phase 3 of the [Restart Plan](#) and as of August 24 sport has moved to the “Progressively Loosen” Phase. In this phase there can be a careful increase to the number of contacts and contact intensity in sport.



## Contact Activities

*Purpose: to introduce activities that may involve instances of contact in a safe way.*

*In order to align with health guidance, this document defines contact as both close proximity (within two metres) or physical contact. Training or Performances with less physical contact or close proximity carry less risk of COVID-19 transmission, while those with more contact and close proximity carry more risk.*

*Levels of COVID-19 transmission risk with respect to contact activities are as follows from lowest to highest risk:*

- Skill-building drills or training at home, alone or with family members
- Group-based skill-building or drills that maintain physical distancing
- Group-based drills that require close contact
- Non-contact performance activities
- Group-based activities that include physical contact
- Performance activities that include physical contact between group members

*In Phase 3:*

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- Close physical proximity should still be minimized as much as possible.
- Activities that generally involve interaction between participants at a distance of less than two metres, organizations should consider:
  - modify the activity or rules to keep participants at a safe distance;
  - limit the number and duration of contacts between different participants (when physical distancing is not possible)
  - enforce physical distance when outside the field of play (e.g.-dressing rooms, hallways, team benches, staging areas, etc).
  - Any introduction of activities involving either close proximity or physical contact should only occur within a group cohort (see next section).

## Group Cohorts

*Purpose: Establishing cohorts will limit the number of people that each individual will come into contact with, reducing the risk of transmission and ensuring quicker contact tracing by health authorities if an outbreak occurs.*

*A cohort is a group of participants who primarily interact with each other within the sport environment over an extended period of time (e.g. series of events).*

*In this phase:*

- All guidance related to personal hygiene, cleaning protocols and symptom-screening still apply.
- Cohorts should be used for activities in which it is not possible to maintain two metres physical distancing at all times. When in a cohort, while individuals do not need to maintain physical distancing during Circus specific activities, minimized physical contact is still advised.
- At least two metres distancing should be maintained between all participants when outside of the field of play (e.g. dressing rooms, hallways, team benches, staging areas, etc.). If physical distancing cannot be maintained masks should be worn.
- Cohorts should be made up of individuals/teams of similar age or skill level.
- Each cohort can be comprised of multiple groups in order to form training or performance groups. With the use of cohorts, performances can resume between groups within the cohort.
- Cohorts should not exceed the number outlined in Appendix H of the ViaSport Guidelines. (Group A, Cohort size maximum 100)
- Cohort sizes are different from maximum group sizes. When members of the cohort are gathering for training or performances, gatherings may not exceed 50 people (see PHO Order).
- Coaches may be counted outside the total cohort number if they are able to maintain physical distancing at all times.
- Keep participants together in designated cohorts and make sure that cohorts avoid mixing with each other as much as possible.
- Cohorts should remain together for an extended period of time. If looking to change cohorts, implement a two-week break between activities.
- Individuals should limit the number of cohorts to which they belong in order to reduce the number of people they are interacting with.
- Parents and spectators are not included in the cohort limits. They should continue to maintain physical distancing at all times and are subject to maximum capacity of the facility where training or performance is occurring.

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## GymBC sport specific updates for phase 3;

*Effective August 24, 2020, spotting is now permitted in GymBC member clubs (CircusWest)*

*Although physical distancing is still strongly advised, coaches are permitted to spot athletes who are learning new skills, or when spotting is required for safety. Coaches **must** wear masks when spotting athletes, and coaches **must** also sanitize their hands between spotting different athletes.*

*In the context of Circus and following our GymBC guidelines, the introduction of cohorts means that:*

- *Spotting is allowed (see requirements above for the coach).*
- *Coaches can stand next to athletes for safety*
- *A small group of athletes can work at the same station.*
- *Athletes can have stretching/conditioning partners.*
- *Acro athletes can train hand-to-hand with their consistent partners.*

*However, it is important to note that two metres of physical distance **must** be maintained unless an activity has been deemed fundamental and it is not possible to maintain physical distancing while doing so. For example:*

- *A group of athletes must not sit within two metres of each other when on their break or resting.*
- *Athletes at the end of the vault, DMT runway, or starting area for tumbling must not stand close together while they wait for their turn.*
- *Physical distancing must still be maintained when moving from one apparatus to another.*

## Travel

*Purpose: while provincial travel restrictions have been lifted as of June 25, 2020, travel for the purposes of group activities should still be slowly introduced.*

*In Phase 3:*

- *It is recommended that individuals remain primarily within their region when travelling for training or performances in order to limit the number of groups that they are coming into contact with. Exceptions may include travel to attend an approved activity.*
- *Inter-provincial and international travel are not endorsed at this time.*
- *If an individual chooses to travel internationally, they are required to self-isolate for 14 days under both provincial and federal orders upon return to Canada.*

## Appendix 1: Cleaning Protocol

### Preparation for cleaning

1. Wash hands with soap and warm water for at least 20 second.
2. How to put on PPE: face mask, face shield
3. Disposable Gloves – make sure not to touch face, remember to discard gloves properly and wash hands after taking off your gloves.

#### **Tips**

- When cleaning / disinfecting don't double dip (placing the same rag in the area, double dipping contaminates the disinfectant)
- Spray cleaner into the rag and wipe; do not spray cleaner / disinfectant directly onto the surface this prevents over spray
- If disinfectant is used where a person's skin will touch for a period of time, the item that was disinfected must also be rinsed (wiped off) with clean water. All mats, airtrack.
- Let cleaner have its dwell time then wipe but don't let cleaner/ disinfected dry out withoutwiping

### Cleaning products

- Fantastik Original spray
- Vital Clean, a disinfecting fogging system

### Cleaning Schedule

- Before class
- After class
- High traffic Cleaning (as required)

### Class and Equipment cleaning & disinfecting

- Accordion mats
  - Surface – top, bottom, sides and folds, have mats stand on end after class for fogging.
- Aerial mats –
  - Black squares mats.
- Air track
  - Wash all surfaces – top, bottom, sides and ends
- Equipment
  - Cleaning procedures and frequency for each piece of equipment being used
- Floors – dry and wet mop / clean at the end of day or as needed & fogging in between classes and end of day
  - Gym floor
  - Stage
  - Concourse
- Walls & Doors
  - Where used for handstands or conditions
  - Both sides of the hallway, between the women's washroom and the wheelchair access -2'-6' off the floor
  - Both sides of the hallway, from Program Coordinators office to the men' washroom 2'-6' off the floor
  - Entrance and exit doors – 2'-6' off the floor, including doorknobs, push bars, side frame, main

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- part of door front and back
  - Office doors – 2’-6’ off the floor including doorknobs, keypad, side frame, main part of door front and back if have access
    - Chains and chains locks (beginning and end of day)
    - Wipe exit doors 2’-6’ in and out (beginning and end of day)
- Washrooms – Women’s, Wheelchair access, and staff stage bathroom – go in order below for each washroom
  - Soap dispenser – disinfect and check that it has soap. Refill if needed
  - Paper towel dispenser – disinfect and check that It has paper towels – refill in needed
  - Sinks- sink, faucet, handles, counter, side of counters
  - Doors – 2’-6’ off the floor - stalls & including privacy doors
  - Walls - 2’ - 6’ off the floor - entrances, stalls, by sink, closed stall in women’s washroom
  - Light switches
  - Toilets (handles and seat) — use paper towel or disposable wipe, after cleaning /disinfecting toilet throw out gloves – remember to wash your hands with soap and water for at least 20 seconds
  - Grab bars
  - Make sure garbage is less than half full. If half full or more, take out and replace with new garbage bags
- Railings
  - All top bar of hand railings
  - Bottom railings going up the stairs to the stands
  - Bottom railing of areas used for handstands and conditioning
  - Stairwell railings
- Stands
  - Seats that we designated as a place to put personal belongings.
  - Hand rest going up and down the stairs
  - Fogging
- High Traffic Cleaning
  - Frequent touch surfaces
    - Washrooms – Women’s, wheelchair access, and staff bathroom – go in order below for each washroom
      - Soap dispenser – disinfect and check that it has soap. Refill if needed
      - Paper towel dispenser – disinfect and check that It has paper towels – refill inneded
      - Sinks- sink, faucet, handles, counter, side of counters
      - Doors – 2’-6’ off the floor - stalls & including privacy doors
      - Walls - 2’ - 6’ off the floor - entrances, stalls, by sink, closed stall in women’s washroom
      - Toilets (handles and seat) – use paper towel or disposable wipe, after cleaning /disinfecting toilet throw out gloves – remember to wash your hands with soap and water for at least 20 seconds
      - Make sure garbage is less than half full. If half full or more, take out and replace with new garbage bags.
  - Railings

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- All top bar of hand railings
- Bottom railing going up the stairs to stands
- Bottom railing of areas used for handstands and conditioning
- Stairwell railings
- Walls
  - Where used for handstands or conditions
  - Both sides of the hallway, between the women's washroom and the wheelchair 2'-6' off the floor
  - Both sides of the hallway, from Coordinators office to the men's washroom 2'-6' off the floor
  - Entrance and exit doors – 2'-6' off the floor, including doorknobs, push bars, side frame, main part of door front and back
- Barriers
  - Front desk
  - Coaches barriers
  - Face shields – if used
- After use
  - Accordion mats must be disinfected before another person is to use it, top, bottom, sides and folds.
  - Air track mat must be wash (if outside) and disinfected between people using top, bottom, sides and ends
  - Unicycle must be disinfected between uses (Seat, quick releases, frame)
- Offices / Front Desk (staff that use)
  - Wipe down all desk surfaces, tabletop, door, drawers
  - Shield if have one
  - Keyboards
  - Point of sales terminal (after each use)
  - Photocopier (after each use)
  - clean / disinfect any items on desk. (limit what items you have on desk to limit cleaning)



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NOTE: New signed forms for “returning to play” will be as required by CircusWest and GymBC

## Appendix 2: Acknowledgement of Risk



### **Acknowledgement of Risk**

As a parent/guardian of a participant, or as a participant, in Circus West activities/events, I am aware that participating in circus activities can be inherently dangerous, at times leading to serious injury or even death. While Circus West maintains its equipment, maintains its health and safety certification up to professional industry standards, accidents do happen. For example, incidents that are common to the circus industry, while not exhaustive include: falling from heights such as aerials training, falling from moving objects such as unicycles, falling off platforms such as stages and trampolines, and/or being hit by objects such as juggling apparatus. While I acknowledge that circus programs can be operated in a safe manner, my/my child’s failure to follow basic safety rules and/or staff instruction can result in injury or death.

I further acknowledge that by participating in activities/events run by Circus West, my child/I will be in close contact with other people. As a result, I understand that there may be a risk of exposure to COVID19 and other similar diseases/conditions. I acknowledge that I need to practice safe distancing and personal cleanliness practices as directed by Circus West staff and BC public health officials.

Participant’s name: \_\_\_\_\_

Participant’s signature: \_\_\_\_\_

Parent/Guardian’s name: \_\_\_\_\_

Parent/Guardian’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

## [Appendix 3: Release of Liability](#)



### **Release of Liability**

**NOTE: The following document may affect your legal rights**

I release and hold harmless CircusWest Performing Arts Society, its Directors, Officers and staff from any and all liability, claims, demands, and causes of action arising out of or related to any loss, damage, or injury, including death, that may be sustained by the undersigned, while in or upon the premises or any premises under the control and supervision of CircusWest Performing Arts Society, its Directors, Officers and staff or in route to or from any of its premises.

While not exhaustive, I am aware that typical circus-related injuries that I may be exposed to include: falling from heights such as aerials training, falling from moving objects such as unicycles, falling off platforms such as stages and trampolines, and/or being hit by objects such as juggling apparatus and I explicitly acknowledge that I release CircusWest Performing Arts Society, its Directors, Officers and staff from liability for any such injuries. I further acknowledge that by participating in activities/events run by Circus West Performing Arts Society, I will be in close contact with other people. As a result, I understand that there may be a risk of exposure to COVID19 and other similar diseases/conditions and I explicitly release CircusWest Performing Arts Society, its Directors, Officers and staff from liability for any such exposure.

Participant's name: \_\_\_\_\_

Participant's signature: \_\_\_\_\_

Witness's name: \_\_\_\_\_

Witness's signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CircusWest COVID-19 Safety Policy

## Appendix 4: Daily Screening Agreement (Required)

Digital link on CircusWest homepage

<https://app.smartsheet.com/b/form/1fde87875017443f9a1d7549c1cb2bad>

Daily Screening Checklist -This checklist may be updated as the situation progresses over the next weeks and months.

Daily Screening Checklist

Today's Date:

Participant Name:

Class/Camp Start Time:

Class/Camp:

1. Do you have a fever (greater than 38°C)? Yes No
2. Do you have a cough? Yes No
3. Do you have a sneeze? Yes No
4. Do you have a sore throat? Yes No
5. Do you have a runny nose? Yes No
6. Do you have fatigue? Yes No
7. Have you, or has anyone in your household travelled outside of Canada in the last 14 days? Yes No
8. Have you, or has anyone in your household been in contact in the last 14 days with someone who is being investigated or who has a confirmed case of COVID-19? Yes No
9. Are you currently being investigated as a suspect case of COVID-19? Yes No
10. Have you tested positive for COVID-19 within the last 10 days? Yes No
11. Do you have seasonal allergies? Yes No

Participant or Parent/Guardian Name:

Participant or Parent/Guardian E-Signature:

Emergency Contact Phone Number:

## Appendix 5: Illness Policy

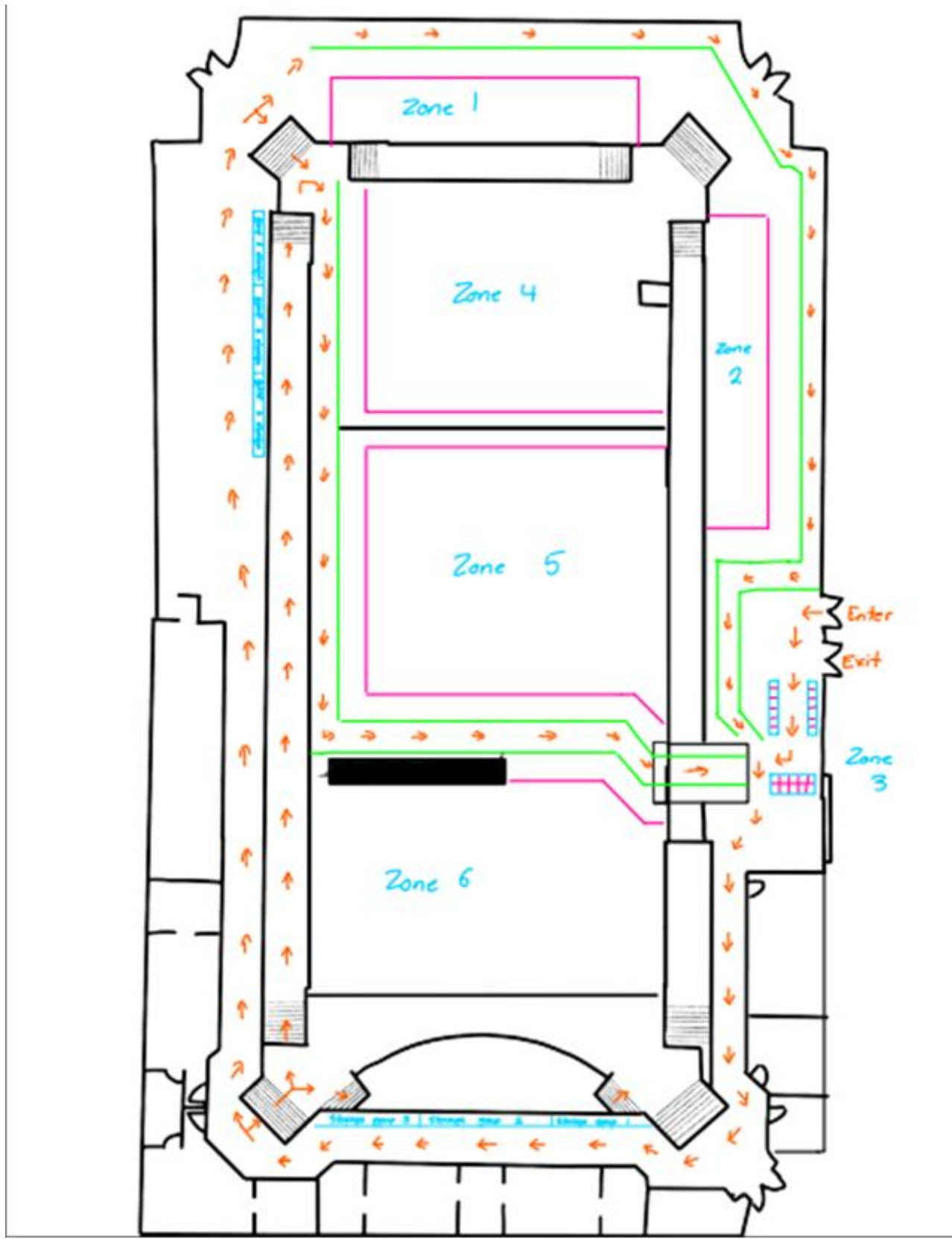


In this policy, “Team member” includes an employee, volunteer, participant or parent/spectator.

1. Inform an individual in a position of authority (coach, program coordinator, director) immediately if, you feel any symptoms of COVID-19 such as fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of sense of smell, headache, muscle aches, fatigue and loss of appetite.
2. Assessment
  1. Team members must review the self-assessment signage located throughout the facility each morning before their shift/practice/activity to attest that they are not feeling any of the COVID 19 symptoms.
  2. Managers/coaches will visually monitor team members to assess any early warning signs as to the status of their health and to touch base on how they are regarding their personal safety throughout the workday/practice/activity.
  3. If Team Members are unsure, please have them use the self-assessment tool <https://bc.thrive.health/covid19/en> or through the COVID-19 BC Support App self- assessment tool.
3. If a Team Member is feeling sick with COVID-19 symptoms
  1. They should remain at home and contact Health Link BC at 8-1-1.
  2. If they feel sick and /or are showing symptoms while at work, they should be sent home immediately and have them contact 8-1-1 or a doctor for further guidance.
  3. No Team Member may participate in a practice/activity if they are symptomatic.
4. If a Team Member tests positive for COVID-19
  1. The Team Member will not be permitted to return to the workplace/practice/facility until they are free of the COVID-19 virus.
  2. Any Team Members who work/play closely with the infected Team Member will also be removed from the workplace/practice/facility for at least 14 days to ensure the infection does not spread further.
  3. Close off, clean and disinfect their work/practice/facility area immediately and any surfaces that could have potentially be infected/touched.
5. If a Team Member has been tested and is waiting for the results of a COVID-19 Test
  1. As with the confirmed case, the Team Member must be removed from the workplace/practice/facility.
  2. The Public Health Agency of Canada advises that any person who has even mild symptoms to stay home and call the public health authority of B.C.
  3. Other Team Members who may have been exposed will be informed and removed from the workplace/practice/activity for at least 14 days or until the diagnosis of COVID-19 is ruled out by health authorities.
  4. The workspace/practice/activity space will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
6. If a Team Member has come in to contact with someone who is confirmed to have COVID-19
  1. Team Members must advise their employer/coach if they reasonably believe they have been exposed to COVID-19.
  2. Once the contact is confirmed, the Team Member will be removed from the workplace/practice/activity for at least 14 days or as otherwise directed by public health authorities. Team Members who may have come into close contact with the Team Member will also be removed from the workplace for at least 14 days.
  3. The workspace/activity area will be closed off, cleaned, and disinfected immediately and any other surfaces that could have potentially been infected/touched.
7. Quarantine or Self-Isolate if:
  1. Any Team Member who has travelled outside of Canada or the province within the last 14 days is not permitted to enter any part of the facility and must quarantine and self-isolate.
  2. Any Team Member with any symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
  3. Any Team Member from a household with someone showing symptoms of COVID-19 is not permitted to enter any part of the facility and must quarantine and self-isolate.
  4. Any Team Member who is in quarantine or self-isolating as a result of contact with an infected person or in families who are self-isolating, is not permitted to enter any part of the facility.

# CircusWest COVID-19 Safety Policy

## Appendix 6: Direction of Flow



# CircusWest COVID-19 Safety Policy

## Appendix 7: CircusWest & GymBC Declaration of Compliance – Covid-19

Name of participant:	
Parent or Guardian if the participant is under age 19:	
Email:	
Telephone:	

**Attention:** All participants entering the facility must comply with this declaration.

By signing this document, I agree to follow club staff directives, and engage with all club requirements in CircusWest’s COVID-19 Safety Plan. Additionally, I hereby acknowledge and agree to respect the following information outlined in this document:

**1) Sickness**

- a) I will stay home if I am unwell, or if someone in my household is unwell, or is displaying the following symptoms:
  - i) Fever and chills
  - ii) Cough
  - iii) Shortness of breath
  - iv) Sore throat and painful swallowing
  - v) Stuffy or runny nose
  - vi) Loss of sense of smell
  - vii) Headache
  - viii) Fatigue, etc.
- b) I confirm that I have not knowingly been in contact with a person that has a confirmed or suspected case of COVID-19.
- c) I agree to complete a routine daily screening process prior to entering my club.
- d) I confirm that I have not travelled outside of Canada in the last 14 days. Additionally, I confirm that I have not been knowingly exposed to someone who has travelled outside of Canada in the last 14 days.
- e) I acknowledge there are inherent risks associated with participating in activities. By attending club activities, I understand and assume all risks associated with potential exposure of COVID-19.

**2) Personal hygiene:**

- a) I agree to follow all personal hygiene requirements set out by my club, including but not limited to: frequent hand-washing and sanitizing, coughing and sneezing into my sleeve, etc.

**3) Physical distancing**

- a) I agree to practice safe social interactions, by maintaining a minimum distance of two meters between myself and others.

**4) Environmental hygiene**

- a) I agree to adhere to all club cleaning requirements.



# CircusWest COVID-19 Safety Policy

## 5) Physical modifications

a) I understand that equipment may be moved in order to facilitate safe social interactions and physical distancing.

Additionally, I understand and agree that if I do not adhere to the requirements set out by my club, I may be asked to leave the club activity in order to protect the health and safety of all involved.

This Participant Declaration of Compliance will remain in effect until GBC determines it is no longer required, based on viaSport, PHO, and WorkSafeBC requirements.

I also confirm that I have signed (Parent or Guardian if participant is under age 19) the Release of liability, waiver of claims, assumption of risks and indemnity agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Participant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian if participant under age 19



# CircusWest COVID-19 Safety Policy

## GYMNASTICS B.C.

### RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT (hereinafter the "Release Agreement")

**BY SIGNING THIS RELEASE AGREEMENT, YOU WILL WAIVE OR GIVE UP CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE FOR NEGLIGENCE, BREACH OF CONTRACT OR BREACH OF THE OCCUPIERS LIABILITY ACT OR CLAIM COMPENSATION FOLLOWING AN ACCIDENT**

**PLEASE READ CAREFULLY!**

INITIAL

Name of Participant	Last		First	
	Last		First	
Parent or Guardian if participant under age 19	Last		First	
	Last		First	
Address	Street		City	Prov./State
	Country	Postal/Zip Code	Email	Date of Birth: Day / Month / Year
				Age

**TO: GYMNASTICS B.C. AND ALL MEMBER CLUBS** and their respective directors, officers, employees, members, participants, coaches, volunteers, agents, independent contractors, subcontractors, representatives, successors, and all owners, operators or occupiers of the facilities in which the gymnastics activities, as defined below, take place (all of whom are hereinafter collectively referred to as the "Releasees").

#### DEFINITIONS

In this Release Agreement, the term "gymnastics activities" shall include all orientation, training, instruction, supervision, competitions, programs, services, and use of facilities and equipment which are organized, provided, controlled or conducted by the Releasees.

**ASSUMPTION OF RISKS** – Gymnastics activities involve various risks, dangers and hazards, which can result in serious injuries or death. These risks, dangers and hazards are reviewed in detail in the Gymnastics B.C. website at: <https://gymbc.org/safety-and-risk-management/>. Please take the time to learn about the risks, dangers and hazards of participating in gymnastics activities by carefully reviewing the Health and Safety, Assumption of Risks, and Risk Management sections of the Gymnastics B.C. website. Exposure to infectious disease including COVID-19 is one of the risks of participating in gymnastics activities. Specific information regarding the response of Gymnastics B.C. and member clubs to the COVID-19 pandemic is found in the Public Health section of the website. If you are a parent or guardian of a participant under the age of 19, please educate your child on these risks, dangers and hazards before completing this form. All participants in gymnastics activities are required to assume all such risks, dangers and hazards and all injuries resulting therefrom.

I AM AWARE OF THE RISKS, DANGERS AND HAZARDS ASSOCIATED WITH GYMNASTIC ACTIVITIES AND I FREELY ACCEPT AND FULLY ASSUME ALL SUCH RISKS, DANGERS AND HAZARDS AND THE POSSIBILITY OF PERSONAL INJURY, DEATH, PROPERTY DAMAGE OR LOSS RESULTING THEREFROM.

#### RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT (applies to person 19 years of age and older)

In consideration of **THE RELEASEES** allowing me to participate in gymnastics activities, I hereby agree as follows:

**1. TO WAIVE ANY AND ALL CLAIMS** that I have or may in the future have against **THE RELEASEES** and **TO RELEASE THE RELEASEES** from any and all liability for any loss, damage, expense or injury including death that I may suffer or that my next of kin may suffer as a result of my participation in gymnastics activities, DUE TO ANY CAUSE WHATSOEVER, INCLUDING NEGLIGENCE, BREACH OF CONTRACT, OR BREACH OF ANY STATUTORY OR OTHER DUTY OF CARE, INCLUDING ANY DUTY OF CARE OWED UNDER THE *OCCUPIERS LIABILITY ACT*, R.S.B.C. 1996, c. 337, ON THE PART OF THE RELEASEES. I UNDERSTAND THAT NEGLIGENCE INCLUDES FAILURE ON THE PART OF THE RELEASEES TO TAKE REASONABLE STEPS TO SAFEGUARD OR PROTECT ME FROM OR WARN ME OF THE RISKS, DANGERS AND HAZARDS OF PARTICIPATING IN GYMNASTICS ACTIVITIES;

- TO HOLD HARMLESS AND INDEMNIFY **THE RELEASEES** from any and all liability for any property damage or personal injury to any third party resulting from my participation in gymnastics activities;
- This Release Agreement shall be effective and binding upon my heirs, next of kin, executors, administrators, assigns and representatives, in the event of my death or incapacity;
- This Release Agreement and any rights, duties and obligations as between the parties to this Release Agreement shall be governed by and interpreted solely in accordance with the laws of British Columbia and no other jurisdiction; and
- Any litigation involving the parties to this Release Agreement shall be brought solely within British Columbia and shall be within the exclusive jurisdiction of the Courts of British Columbia.

In entering into this Release Agreement I am not relying on any oral or written representations or statements made by the Releasees with respect to the safety of gymnastics activities, other than what is set forth in this Release Agreement.

**I CONFIRM THAT I HAVE READ AND UNDERSTAND THIS RELEASE AGREEMENT AND I AM AWARE THAT BY SIGNING THIS RELEASE AGREEMENT I AM WAIVING CERTAIN LEGAL RIGHTS WHICH I OR MY HEIRS, NEXT OF KIN, EXECUTORS, ADMINISTRATORS, ASSIGNS AND REPRESENTATIVES MAY HAVE AGAINST THE RELEASEES.**

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Signature of Witness
Please Print Name

Signature of Participant
Please Print Name
Signature of parent or guardian if participant is under age 19