

## Handwashing Procedure

### **To wash your hands:**

You should wash your hands for the amount of time it takes to sing "Happy Birthday" twice (around 20 seconds):

1. Wet your hands with water.
2. Apply enough soap to cover your hands.
3. Rub your hands together.
4. Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
5. Rub your hands together and clean in between your fingers.
6. Rub the back of your fingers against your palms.
7. Rub your thumb using your other hand. Do the same with the other thumb.
8. Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
9. Rinse your hands with water.
10. Dry your hands completely with a disposable towel.
11. Use the disposable towel to turn off the tap.

If you do not have immediate access to soap and water, then use alcohol-based hand sanitiser. See Hygiene Policy Below.

## Hygiene Policy

This is an example containing suggestions of actions that may be taken in a workplace environment to increase hygiene. It's by no means an exhaustive list -simply an illustration.

### **Introduction**

The Hygiene Policy of Star-Tastic Gymnastics LTD is to be adopted while the restrictions of the Coronavirus (COVID-19) remain in place. It has been created to ensure, so far as it is reasonably practicable, that work will be carried out in our workplace with a commitment to protecting the health of everyone who comes onto the premises. This policy has the full support of the Director and must be followed by all staff and coaches.

It's important that a high level of hygiene is maintained at all times, but this is of particular importance at the current time, as the Coronavirus is known to spread through coughs and sneezes and to remain on surfaces for up to 72 hours, allowing it to be easily picked up and spread.

In implementing this commitment to manage hygiene we will:

1. Provide hand sanitiser. Hand sanitiser is provided on entry to the building, in each washroom area, next to every piece of equipment. Additionally, each employee has been provided with a small bottle to have on their person at all times.
2. Implement a handwashing procedure and encourage employees to wash their hands thoroughly (see above) after going to the toilet/washroom, before and after eating or handling food and after sneezing or coughing, blowing their noses and after every bubble rotation.
3. Increase the cleaning frequency of washroom (Every Hour on the Hour) and all shared areas, as well as frequently touched things such as, handrails, door handles, entry keypad and lift controls.



4. Provide additional cleaning products to allow increased cleaning of workstations, and small items such as spots, cones, hoops. These should be wiped cleaned after every usage and the hall will be cleaned at the end of every session.
5. Ensure windows / doors (not fire doors) are opened where possible to increase ventilation.

**We have changed our policy on the use of face masks.**

- Gymnasts / Coaches of any age will not have to use a face mask or other face coverings whilst training.
- Any employee or visitor who wishes to use this type of protection through sessions can do.
- All coaches and parents must now wear a face covering on pick up and collection. We recommend those children age 11+ also wear their masks when waiting / coming into the building and leaving.

**Responsibility for implementing this Hygiene Policy Statement rests with the Director. The management team endorses this policy statement and is fully committed to its implementation.**

**This Hygiene Policy Statement will be regularly reviewed and updated as necessary to remain aligned to government guidelines.**

**Review Date: 9<sup>th</sup>/11/2021**

Dates Reviewed:

26/7/2020 YES  
03 /08 /2020 YES  
26/08/2020 YES  
2/09/2020 YES  
2/12/2020 YES  
5/03/2021 YES

2/09/2020 – Updates:

In addition to this document, we will ensure we comply with any guidance issued by activity organisations / governing bodies such as:

- Hand sanitiser is provided at the centre. Please use upon entry/exit.
- **People should either stay 2m apart or '1m plus' – which is one metre plus mitigations.** We will assess what is appropriate for our group.

5/03/2021 – Updates:

- **All coaches and parents must now wear a face covering on pick up and collection. We recommend those children age 11+ also wear their masks when waiting / coming into the building and leaving.**

**GOV:**

- You are a child under the age of 11 (Public Health England do not recommend face coverings for children under the age of 3 for health and safety reasons)
- There is risk of harm or injury, to yourself or others - including if it would negatively impact on your ability to exercise or participate in a strenuous activity.
- There must be NO WAITING in the foyer area at all.
- Parents must wait in their cars or outside areas.



- No Parents in the gym at any time.
- Only one person may use the toilet at some of our venues will be explained to gymnasts and the toilets can be locked at the main entry door in order to communicate to other hirers that the toilet is in use. Two persons may queue for the toilet but must adhere to the social distance requirement. Queuing sites for the ladies and the gents have been marked out to facilitate this but if there are more than 2 people requiring the loo, they must wait in the hall they are attending.
- We will have gymnasts side-to-side, rather than face-to-face, whenever possible.
- We will aim to avoid people needing to unduly raise their voices to each other, e.g. playing music at loud volume so that normal conversation is difficult, to reduce the risk of transmission of the virus (from aerosol and droplets).
- **Hand washing is still the best method of keeping safe. We will encourage our groups to wash their hands and to avoid touching their mouth, eyes and nose, disposing of tissues correctly and sanitising after using tissues.**