



*Kids First and  
Families Always Matter*

**Health & Safety Handbook**

*June, 2020*



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## Overview

### The Purpose of this Document

The health and safety of our students and extended Schafer Sports Center family will always come first. As we return to play after the disruption due to the Covid-19 virus, every decision, policy, and procedure is made in the interest, safety and health of all. We cannot and will not make any decisions that favor financial needs at the cost of reasonable safety.

*Remember our purpose and mission here at Schafer Sports Center:*

***“Kids first, and families always matter.”***

### This Manual is as Fluid as our Current Situation

Everything about the disease, its spread, governmental guidelines, social responses, the needs of our families, and the financial environment have been in constant flux. Our plans and procedures for how we address all of these things must be adaptable, purposeful, and effective, based in science, and in accordance with the regulations put forth by state and federal governments. In order to accomplish all of these things we will constantly evaluate our policies and procedures, seek out new and sound information, and adjust our responses accordingly. Schafer Sports Center will alter any and all of this handbook as needed to fulfill these goals.

### Everyone Must Be Their Own Advocate

One thing we have learned in our communication with our families is that each of us is approaching this recovery differently. We are trying to navigate as best we can, and, each of us has had to find a unique plan for the unique circumstances of our family and environment. While we as a team will continue doing everything we can to meet and exceed state and federal guidelines, along with minimizing interruption of ‘normal life’ as much as possible, we understand that certain solutions or policies will not be the most appropriate for each family. While we will try our best to create the best environment for everyone, we respect families who have to make the difficult decision to delay their return for now until the global situation, or a certain Schafer policy creates more comfort for you.

## Adherence to This Handbook

Given all the above, and in the interest of protecting the health and safety of the children entrusted to our care, Schafer's will be enforcing all policies and procedures listed within this document during our reopening. If a family, athlete, or employee is unwilling to abide by these policies and procedures, they will not be allowed to attend Schafer Sports Center until either Schafer's Response Level has been altered or your cooperation is aligned with our new policies.

### Our Collective Responsibility

#### We Are All Responsible for the Health and Safety of Each Other

Due to the nature of how viruses spread, in order for all of us to be as healthy as possible, all of us must do our part to support a healthy and safe Schafer Sports Center environment, and healthy and safe homes for our family and friends.

Regardless of what phase we are in, maintaining a healthy and safe environment for all of our students and families is going to take work and cooperation from our staff, students, and parents. We need every family to join us in practicing good hygiene, following our policies and procedures, and being patient and supportive during this time.

This is a stressful, unprecedented, and challenging situation for all of us. It is important to remember we all share the same goal - the safe and smooth return of our children's lives to a sense of normalcy.



## Methods of Spread

### Who Can Spread Covid-19

At this time, we know that Covid-19 can be spread by 4 types of carriers.

1. Those with the disease and showing symptoms.
2. Those with the disease but without symptoms during the incubation period.
3. Those with the disease and who will not show symptoms at all.
4. Those without the disease systemically but who carry the virus superficially (such as on their hands).

Our job is to first proactively ensure those who are carriers of the virus, regardless of type, avoid entering the facility in the first place. This is easy with #1, but harder with # 2, 3, and 4. Given that someone might be a carrier without symptoms, our second job is to concurrently limit the potential spread of the disease and the potential exposure of those who attend our programs from contracting the virus as best we can, although we recognize that no one can be able to guarantee a risk-free facility. This is achieved through the rigorous policies and procedures outlined below

Those who bring the virus into a public space, regardless of which type of carrier they are, all spread it through a few main methods: Airborne, Surfaces, and Skin. Our policies and procedures are purposefully designed to combat each of these sources of delivery.

## Our Reopening Plan

### Guidelines

As we approach a new normal to the way we navigate our day-to-day and work lives, we wanted to update our health protocol while working here at Schafer Sports. Our number-1 goal is to keep all of our staff and clients as safe as possible.

Much of the government's timeline is still unclear, and much of that is due to the uncertainty that still exists regarding the timeline of the disease. But, given the current public recommendations and the coordination with local and state officials, Schafer's has outlined the tentative steps of reopening below. **We will announce our dates for reopening as we learn more from governing officials.**

While there are risks that none of us can control as it relates to COVID-19 and other viruses and sicknesses, our hope is that with the measures listed below we can all do our part to stay as safe and healthy as possible.

### Steps for our Staff

1. We will provide all staff members with reusable face coverings, which will be required during any time in the facility.
2. Staff will have basic health screening questions upon entering for every shift worked.
3. All aquatics staff will wear a splash guard when teaching swim lessons.
4. Staff will be instructed to stay at home if sick.
5. We will have a thermometer for temperature readings upon entering the facility.
6. Our new greetings will be either elbow bumps, verbal greeting, air hi-fives, or air hugs. We will avoid all handshakes and hugs.
7. Social distancing at least 8ft apart will be our new layout for the facility.

## Steps for our Parents and Children

As we all know, we are entering uncharted territory with how we move into our new normal. However, we are going to follow the guidelines of the New Jersey Health Department, the CDC, and all State-mandated guidelines to help keep us all safe and healthy. While we don't have control of all the health risks, we are certainly going to follow the guidelines required to ensure that we all do our parts to remain healthy and safe.

- Everyone will line up outside of our facility in designated 6ft areas.
- Our designated staff will be outside to ask simple health screening questions prior to anyone being admitted to the facility.
- If you pass the health screening questions, we will allow one parent per family to enter the facility for classes.
- We won't allow anyone in for classes who does not pass the health screening questions as this is for the safety of all.
- A face covering will be required for all parents and children who enter the facility.
- There will be a thermometer touch-free scan for each parent and child as you pass through the line to enter the facility.
- Hands free sanitizer stations will be placed throughout the facility.
- To reduce the number of occupants, we will only allow one parent per family to enter.
- There will be at least 8ft social distancing decals throughout the waiting area for all guests and we ask that you follow the new layout measures.
- In an effort to abide by the mandated occupancy limits, we will be offering curb side drop off and pick up for families that have multiple young children who are not participating in classes.
- Our classes will now follow at least an 8ft social distancing protocol at each station for our students.
- We will move to using only air hi-fives with our teachers and students.
- Continuing to encourage students to wash hands and sanitize will be a joint effort.
- We also ask parents to keep kids at home if they are sick.
- We will have a very fluid make-up policy in place during this time to help in this process.

## Levels of Programming

The official guidance for gymnastics and indoor-youth sports programs from the government is not very detailed as of this writing. Schafer Sports Center has worked with our contacts within the Department of Health along with industry leaders in the camps, Child-Instructional Services Industry, and USA Gymnastics, to create a customized and comprehensive set of policies and procedures with three levels of reopening. Each level has a different amount of precaution and risk management, from Orange, the most controlled to Green, our 'back to normal' level.



## Phases of Reopening

In order to maintain the policies in each of these levels, we have had to make the difficult decision that not every program will be available when we reopen. For example, at the earliest reopening phase, we will not offer Parent/Child classes due to the inadvisability for children 2 and under wearing a face covering.

Each program will go through the three levels of reopening in phases. Much of the government's timeline is still unclear, and much of that is due to the uncertainty that still exists regarding the timeline of the virus. But, given the current public recommendations and the coordination with local and state officials, Schafer Sports Center has outlined the tentative phases of reopening below. **We will announce our dates for each phase as we learn more from governing officials.**

### All Phases and Open Levels

*Subject to Change*

Programs	Phase 1	Phase 2	Phase 3	Phase 4
Older Age Competitive Programs	Orange Level	Orange Level	Yellow Level	Green Level
Younger Age Competitive Programs	Orange Level	Orange Level	Yellow Level	Green Level
High School Age Rec/Cheer/Tumbling	Orange Level	Orange Level	Yellow Level	Green Level
School Age Recreational	Paused	Orange Level	Yellow Level	Green Level
Preschool Programming	Paused	Paused	Yellow Level	Green Level

## How We Limit the Spread

### Proactive Prevention of Exposure

The first step to limit the spread is in preventing those with confirmed (or a high probability of having been in contact with) Covid-19 from entering the facility. We do this through our screening procedures prior to allowing entry to the facility. They include: questions we ask our staff, families, and students to answer, regarding symptoms and travel (of students and any family members); and, temperature checks.

Policies	ORANGE	YELLOW	GREEN
<b>Staff</b>	<p>Must stay home 14 days if they or anyone in their household are showing any symptoms</p> <p>Must stay home 14 days if they or anyone in their household travels</p> <p>Temperature checks at door and every 4 hours at work</p>	<p>Must stay home if they or anyone in their household has symptoms</p> <p>Must stay home if they or any one in household has traveled to known hotspot</p> <p>Temperature checks at the door</p>	<p>Must stay home if temperature over 100.4</p>
<b>Family</b>	<p>No students with symptoms are allowed</p> <p>If anyone in a student's household is showing symptoms, student cannot attend</p> <p>If anyone in student's household has traveled out of state, student cannot attend for 14 days after their return</p> <p>All administrative and billing must be done by phone or email with front desk</p> <p>Students will be dropped off and picked up in carpool line or in parking lot</p>	<p>One parent allowed in per child</p> <p>No students with symptoms allowed</p> <p>Temperature checks at door</p> <p>If anyone in a student's household is showing symptoms, student cannot attend</p> <p>If anyone in student's household has traveled to a known hotspot, student cannot attend for 14 days</p>	<p>No children showing symptoms of illness allowed in class</p>
<b>Student</b>	<p>Temperature checks at door; no one allowed with temperature over 100.4</p>	<p>Temperature checks at door, no one allowed with temperature over 100.4</p>	<p>Must stay home if temperature is over 100.4</p>
<b>Class</b>	<p>No Parent/Child Classes</p>	<p>Parent/Child Classes allowed, with modified curriculum</p>	
<b>Facility</b>	<p>Building Capacity reduced to 25%</p>	<p>Building Capacity reduced to 50%</p>	

## Active Prevention of Airborne Spread

One of the most common ways that we all know this virus can spread is through the air. This is why social distancing, and the closure of businesses has been vital to flattening of the curve. As we work toward reopening, safety and best practice measures have been our focus.

Our three phases include policies such as face coverings, social distancing, time limitations, and reduced occupancy to further help reduce the risk of spread through the air.

<b>Policies</b>	<b>ORANGE</b>	<b>YELLOW</b>	<b>GREEN</b>
<b>Staff</b>	Must wear face coverings	Face coverings, may be required depending on situation	Good hygiene habits encouraged at home and at the gym
<b>Family</b>	One parent allowed in per child Social distancing enforced during spectating Face coverings, required	One parent allowed in per child Social distancing enforced during spectating Face coverings, may be required depending on situation	Good hygiene habits encouraged at home and at the gym
<b>Student</b>	Students must wear face covering, parent must provide	Face coverings, may be required depending on situation, parents must provide	Good hygiene reinforced
<b>Class</b>	All classes socially distanced at least 8ft-15ft Classes altered to implement specific zone and equipment for each athlete (no sharing of equipment) Classes altered to promote social distancing Students should be prepared for class with as little time in gym as possible (come dressed, go to bathroom prior to classes.)	Disinfecting between classes Limited class movement between rotations	Good hygiene reinforced
<b>Facility</b>	Building Capacity reduced to 25%	Building Capacity reduced to 50%	

## Active Prevention of Contact Spread

In order to limit the spread of the virus we have closed the pool changing room, the water fountains, and the snack bar. We also are asking all athletes to arrive fully dressed for their program, so that we can remove the need to use the restrooms to change clothing. As we reopen, our Response Levels will include the increased frequency in sanitizing the commonly touched surfaces, and the washing/sanitizing of staff and student's hands upon entry, and as they move between different dedicated spaces inside the facility, and upon leaving.

Policies	ORANGE	YELLOW	GREEN
<b>Staff</b>	Must sanitize hands upon entering, and between each class and through the day	Must sanitize hands between each class	Must sanitize hands regularly at work Good hygiene habits encouraged at home and at the gym
<b>Family</b>	Parents must sanitize hands upon entry and leaving	Parents must sanitize hands upon entry and leaving	Good hygiene habits encouraged at home and at the gym No children showing symptoms of illness allowed in class
<b>Student</b>	Students must bring their own water bottle; fountains closed Students must sanitize hands upon entry and leaving	Students must bring own water bottle; fountains closed Students must sanitize hands upon entry and leaving	Students must sanitize hands upon entry and leaving Good hygiene reinforced and taught
<b>Class</b>	Classes social distanced: 8-15ft Sanitizing between classes Class curriculum altered for social distancing Classes altered to limit sharing equipment between athletes where possible Classes altered to promote social distancing Limited hands-on spotting Use air high fives or air hugs Students should arrive dressed for class. No Parent/Child classes	Classes social distanced: 8-15ft Sanitizing between classes Class curriculum altered for social distancing Classes altered to limit sharing equipment between athletes where possible Classes altered to promote social distancing Limited hands-on spotting Use air high fives or air hugs Students should arrive dressed for class. Parent/Child classes allowed, with modified curriculum	Normal physical contact allowed Spotting used normally
<b>Facility</b>	Complete facility sanitization daily in addition to sanitization between classes Complete sanitization of bathrooms each hour Building Capacity reduced to 25%	Complete facility sanitization daily and between classes if necessary Complete sanitization of bathrooms multiple times a day Building Capacity reduced to 50%	

## Conclusion

While no one can prevent 100% of all germs from spreading, we are proud and confident in the policies and procedures we have put in place to keep us all as safe as possible as we return to our daily routines. In order for these precautions to be as effective as possible, it will require the support and participation of the entire Schafer Sports Center community. We are in this together, and we are better for it. Thank you for your continued support and we look forward to having you all back in the gym with us very soon.