



## **COVID-19 EMERGENCY PROCEDURES**

In order to protect the health and safety of Emerald City Gymnastics Academy employees and their families, as well as participants and their families, we have implemented a procedure in the event that an employee, a member of the employee's household, or gym participant tests positive for COVID-19, as well as certain other procedures regarding COVID-19.

### **EMPLOYEES**

Should an employee test positive for COVID-19, they must immediately contact Sandy Flores and must not enter the facility. Infected employees should refrain from any physical contact with anyone affiliated with Emerald City Gymnastics Academy until they have tested negative and medically cleared.

Once a case is confirmed, the following questions will be asked of the employee:

1. What date did your symptoms begin?
2. Did you attend any meetings/activities 14 days prior to symptoms beginning up through your last day at work? If so, who attended those meetings/activities?
3. To the best of your recollection, what employees and participants have you been in close contact (within 6 feet) with during the 14 days prior to your symptoms starting? The employee will be asked to provide specific names.
4. To the best of your recollection, what areas of the facility did you access within the 14-day window before your symptoms appeared?
5. Do you use equipment that is also used by others? (gym equipment, computers, etc.)

During the conversation, Management will also inform the employee that per current CDC guidelines, they must stay home from work until the employee has received a negative follow-up COVID-19 test.

Emerald City Gymnastics Academy will notify potentially exposed employees and participants. Out of respect of our staff, Emerald City Gymnastics Academy will advise all non-affected employees

Management will reassure the infected employee that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed employees and participants will be that they may have come into contact with someone at work who has tested positive for COVID-19 and as a precaution, we request they quarantine at home for 14 days.

Emerald City Gymnastics Academy will immediately close the facility and proceed with all proper disinfection procedures.

## **EMPLOYEE'S FAMILY MEMBERS AND/OR ROOMATES**

Should someone who lives with an ECGA employee test positive for COVID-19, they must immediately contact Sandy Flores and must agree not enter the facility. Employees that may have been exposed to COVID-19 should refrain from any physical contact with anyone affiliated with Emerald City Gymnastics Academy until further notified.

In the event that a member of an employee's household tests positive, we will follow these procedures:

- Inform the employee not to come in to work and to quarantine at home for 14 days.
- Management will have the employee work from home if possible. If not, ownership will provide unemployment information.
- Owner will ask the employee when the member of their household first experienced their symptoms.
- Owner will instruct the employee to contact Emerald City Gymnastics Academy at the end of the 14-day quarantine period. If they have not experienced any symptoms, they will likely be allowed to return to work.
- Other steps may also be taken depending on the guidance provided from the Health Department.

## **GYM PARTICIPANTS**

If a participant of any Emerald City Gymnastics Academy learns that he/she has tested positive for COVID-19, the participant or, if a child, the participant's parent, should notify Sandy Flores as soon as *possible*.

Owner will contact the Participant/Parent and obtain detailed information by asking the participant/parent the following questions:

1. What date did the symptoms begin?
2. Did you/the participant attend any activities 14 days prior to symptoms beginning up through your last day at the gym? If so, do you recall other participants/attendees at those activities?
3. To the best of your recollection, what participants and employees have you/the participant been in close contact (within 6 feet) with during the 14 days prior to your symptoms starting? Please provide specific names is possible.
4. To the best of your recollection, what areas of the building did you/the participant access within the 14-day window before symptoms appeared
5. What equipment do you use that is also used by others?

During the conversation, ECGA will inform the participant/parent that per current CDC guidelines, they must not participate in any activities at the gym until the participant has received a negative follow-up COVID-19 test.

- The participant must contact ownership prior to their return to the gym.
- Emerald City Gymnastics Academy will notify potentially exposed participants and employees immediately.
- Ownership will reassure the infected participant or his/her parent that every effort will be made to protect their identity. They will not be identified by name as part of the notification process. The message to the potentially exposed individuals will be that they may have come into contact with someone at the gym who has tested positive for COVID-19.

Emerald City Gymnastics Academy will contact the State Department of Health. ECGA will recommended for the family to contact the applicable state department of health for guidance on necessary steps based on the agency's assessment of the situation.

Emerald City Gymnastics Academy will notify the potential exposed employees and participants.  
*Emerald City Gymnastics Academy will not identify the infected participant by name.*

Ownership will inform participants (or their parents) of the following:

- A participant who has been physically present in the gym has tested positive for COVID-19, and you may have personally come into contact with this individual.
- Emerald City Gymnastics will ask all those that have possibly exposed to COVID-19 to not participate in activities at the gym for a minimum of 14 calendar days.
- Participants must contact ownership at the end of the 14-day period before coming back to the gym.
  - If the participant begins to experience symptoms while they are quarantined, they are asked to contact us as soon as possible.
  - Emerald City Gymnastics Academy will encourage the family to reach out to their healthcare provider to see if there are any additional steps they recommend them to take.

Ownership will inform the employees of the following:

- A participant who has been physically present in the gym has tested positive for COVID-19, and you may have personally come into contact with this individual.
- Emerald City Gymnastics will ask all those that have possibly exposed to COVID-19 to self-quarantine for a minimum of 14 calendar days.
  - Employees will be reminded they may file for unemployment from the State.
- Employees must contact Sandy Flores at the end of the 14-day period before coming back to the gym.
  - Emerald City Gymnastics Academy will encourage the employee to reach out to their healthcare provider to see if there are any additional steps they recommend them to take.
  - If the employee begins to experience symptoms while they are quarantined, they are asked to contact Sandy soon as possible.
- Emerald City Gymnastics Academy will immediately close the facility and proceed with all proper disinfection procedures.

### **DISINFECTION PROCEDURES**

Once it has been established that someone in our facility has tested positive for COVID-19 the following procedures will take place:

- Seek and follow guidance provided by state department of health and CDC.
- Isolate potentially infected areas until disinfection is completed.
- Wait 24 hours before disinfecting to minimize exposure of droplets.
- Contact professional cleaning services.
- Disinfect affected area per CDC disinfecting guidelines.

Emerald City Gymnastics Academy would like to remind you that discrimination or harassment against individuals that are suspected to have tested positive for, or been exposed to, COVID-19, is strictly prohibited. Due to the sensitivity of this matter, we request that you not engage in conversation or speculation about who may have tested positive. Employees who engage in this behavior may be subject to disciplinary action up to and including termination.