

COVID19 ADMINISTRATION POLICY

POLICY NAME: Covid19 Administration Policy

POLICY ISSUED: June 2020

CONTROLLING BODY:: Altitude Gym Sports – Managing Director – Michelle Mason

INTRODUCTION & OBJECTIVES:

1. Altitude Gym Sports wishes to create a working environment where staff members are aware of all administrative responsibilities and procedures to follow, and members can be confident that their privacy is protected accordingly. Through our COVID procedures we need to provide more information and safety for our staff and athletes.
2. This procedure is designed to meet the following objectives:
 - Ensure that all staff are working within the guidelines and procedures of the reboot from COVID in order to reduce errors and keep up standards.
 - Develop a simple process for the handling of paperwork and cleaning that protects staff and members.
 - Establish the legitimacy of management action by ensuring the application of management rules and decisions is done in an objective, fair, and consistent manner.
 - Ensure that managers are held accountable for decisions that deviate from the procedures.

COVID19 ADMINISTRATION RELATES TO:

- Pick up/drop off procedures
- Handling bookings
- Daily class roles
- Cleaning

PICK UP / DROP OFF PROCEDURES:

- As administration, they will be a main part of the drop off and pick up procedures as they will be the first point of contact for members coming into the facility. That will include temperature testing the members as they come into the facility and signing them off clear for participation. A file will be kept of the athletes participating each day in the centre.

HANDLING BOOKINGS:

- Especially through the first 2 weeks of opening, handling bookings to who has signed up for entrance to the building is vital to keep our members safe. If someone has shown up for a class without booking or notice to our administration or management, we cannot allow them into the facility. knowing numbers and who is enrolled will allow us to keep track of COVID and stay within our guidelines.

DAILY CLASS ROLES:

- As athletes are entered into the building, it will be the administrator 's duty to ask the member their name and what class, sign them off on gymbiz and on the class role and give them instruction on where to put their things and head to their coach. Their attendance needs to be recorded incase of a suspected COVID case that may appear.

CLEANING:

- Before and after each class (every hour) the toilets, upstairs, reception, and athlete waiting area will need to be cleaned down and sanitised ready for the next class to commence. This is vital to follow these guidelines to keep our staff and members safe.
- Review the guidelines provided in the procedures folder to see how each area needs to be cleaned.
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