

Altitude Gym Sport

COVID-19 LOCKDOWN AND COVID CASE CLUB PROCEDURE



POLICY NAME: Covid-19 lockdown and covid case club procedure

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

INTRODUCTION AND OBJECTIVES:

In the event that a person who attends Altitude Gym Sports with Covid whilst adhering to the NSW Government Health Public Orders and advice, please find the following procedures and policies that will ensure a clear path forward.

These will include but are not limited to:

- Covid Positive Case
 - Notification of Covid Positive Case
 - Identification of Contacts
 - Personal Information
 - Cleaning and Closure
 - Fees relating to Covid
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Covid Positive Case

If a person (eg staff, student or parent) has attended Altitude and is Covid positive, after contacting public health authorities, notification should be given as soon as possible to Altitude management.

Privacy and confidentiality of the person who tested positive for Covid-19 will be maintained.

Notification of a Covid Positive Case

Close contacts of the Covid case will be notified (via text) so that expedient measures can be taken by the contacts and their families to get tested and remain in their homes until receiving a negative test. NSW Health will contact people who are confirmed as close contacts, generally by phone call or SMS text message.

Casual contacts of the Covid case will also be notified (via text) so that they can also be tested and watch for symptoms.

Identification of Contacts

Attendance is kept via rolls for students and QR codes for any person over the age of 16 years. Sign-in sheets and QR codes for staff and a record of parent attendance for Kindergym and Trial classes (as well as their QR code). The information of attendance will be provided to the Public Health Authorities so as to establish who has been in the premises.

Personal Information

Altitude will be required to give personal information to the Public Health teams, which may include the names and contact details of all of the students, staff and parents as well as vaccination details.

The health department may ask Altitude to provide the date of the 2nd vaccination of any close or casual contacts, therefore this information will be required of you to make available to us.

Cleaning and Closure

Once a positive covid case is identified as having attended Altitude, the premises will be closed for a minimum of 3 days and a deep clean of the premises will occur.

Fees relating to Covid - Make-up classes credit and refunds

A make-up class will be provided :

- If a person is unwell. The student should stay home and parents to contact Altitude to advise of their non-attendance to class.
- If a family member/house-hold member is unwell. The student should not attend Altitude and contact Altitude to advise their non-attendance to class.
- If a close contact to the student is suspected or confirmed as a Covid case the student should stay home and contact Altitude to advise of their non-attendance to class. This includes if a students' school is closed due to Covid.

Please note that a make-up class is a class undertaken by the student on a different day to their normal attendance. If the missed class occurs during the last week, application to carry the make-up over to the following term should be made in writing.

Class Cancellation due to Altitude Closure:

- If the classes are cancelled due to Altitude closure. A make-up class will be offered to all students.
- If the make-up class cannot be attended before the end of term, and this has been advised in writing by the parent, a credit may be given to be used in the following term.
- The definition of a credit is when the value of the class is applied to the students account. Therefore the credit will be deducted from the invoice of the following term.
- Please note that the credit will ONLY be valid if we have received notice in writing that a credit is sought, and can only be used for the following term and will not be held indefinitely. If the closure occurs in Term 4, credit can be held over until Term 1 of the following year.

- If the parent has applied for a credit to be carried over until the following year and the student decides that they do not wish to return for a full-time, the credit can be used towards a holiday program, a trial class, or a “make-up class”.

Please note that there are no refunds unless otherwise stipulated.