



Date of Issue: 1st September 2020

Preface

This document is to highlight the Standard Operating Procedures (SOP) of DuGym (operating as a division of Premier Sports Services).

This document will instruct how DuGym operates following all guidelines and terms and conditions from:

- Dubai Sports Council
- relevant health and precautionary UAE ministry bodies,
- KHDA
- Horizon International School

Following the appropriate announcements from the above mentioned organisations DuGym will proceed with normal operations adhering to the SOP published in this document.

Registration and Communication with Dubai Sports Council

DuGym will communicate regularly with DSC to ensure all updates and guidelines are adhered to.

Updates from appropriate health and precautionary UAE ministry bodies

DuGym will endeavour to keep updated with all communications from appropriate organisations and authorities to ensure all guidelines and procedures are adhered to.

KHDA and School Guidelines

DuGym will regularly communicate with Horizon International School to ensure that updates on procedures and protocols set by the KHDA for school usage are adhered to.

In conclusion, DuGym will update all Operating Procedures in alignment with any new rules, regulations and guidelines published by the government and relevant authorities.

Attendance of Training

All students will have to pre-book classes with their dates of birth and DuGym will register attendance at the start of each training session.

All training times will be published and sent to parents/members directly to ensure compliance and ensure no crowding in entrance and exit areas.

Hygiene Rules

All school areas such as floor, stairs changing rooms, wash rooms facilities are to be cleaned and disinfected daily by the school.

Cleaning and disinfection of all grip surfaces (door handles, push exit bars) to be carried out regularly by the school.

DuGym will ensure hand sanitizers will be visible at all entrances to the Sports Hall and available at all apparatus when training sessions.

Communication of hygiene rules

A hygiene "Code of Conduct" will be sent via email to all participants / members for signature and return.

General Distance Rules

Standing on land without executing exercises (i.e when queuing or awaiting activity instructions) – 1.5 metres minimum

When leaving personal belongings in designated areas – 2 metres minimum

When performing exercises on land – 1.5 metres minimum

Report Suspicion of Illness

In the event of symptoms of illness (also outside the Horizon International School) immediate information must be provided to the staff of DuGym, and a Doctor must be contacted – this will be made mandatory in the Terms & Conditions (Code of Conduct) of training for members to sign.

The message in the above mentioned document will include

Personal dates of the member

Contact details of DuGYM staff

Type of illness/suspicions/symptoms

Date of initial symptoms

Has communication been made to a doctor (Yes/No)

It will not be of the duty of DuGym to inform health authorities of members' illness. It will be of the concerned member his or herself.

Spatial Advice

The facility will have designated waiting / queueing areas (minimum 1.5 metres apart) to ensure members to not get too close when entering the facility. DuGym will be responsible for marking waiting areas in the Sports Hall.

In waiting areas and entrances masks must be worn at all times.

There will be no parental waiting areas — the parents must stay in their cars.

Members will have designated personal belonging areas (minimum of 1.5 metres apart)

Training will be in maximum groups of 8 members or less per coach.

All members must agree to shower before arrival and after departure of Horizon International School, as stated in the agreed DuGym Code of Conduct.

On matted gym areas all members will remain 1.5 metres apart during activity

Only 1 member will be allowed to use any one piece of equipment at a time.

Each piece of gym equipment will be disinfected after session use.

Entering and leaving the facility

The arrival and exit of training groups will be time-delayed to prevent grouping at the training facility.

All participants including DuGym staff must be symptom free when entering the facility and will allow a temperature check upon arrival. – anyone with a temperature above 37.5 will not be admitted.

Rules

Training preparation for coaches

It is recommended that the coach create weekly schedules for training at home.

If required by members coaches will email training plans to members to reduce on site contact.

The groups of members will be based on ability.

All participants will guarantee their compliance to all rules by them and their parents signing the DuGym Code of Conduct. Violation of any of the requirements will immediately lead to exclusion from training operations until appropriately agreed measures have been taken. These measures will be agreed upon by DuGym staff in accordance with health ministry rules and guidelines.

Attendance Documentation

All participants will be documented. This will allow the tracing of relevant persons should an infection become present in a participant/member.

Members that do not complete Code of Conduct cannot participate in training.

Execution of training practice

DuGym coaches will keep a distance of minimum 1.5 metres

Physical contact between coaches, members and coaches, or participant to participant is strictly prohibited.

Anyone that enters the facility and the DuGym must use hand sanitisers and disinfectants as provided by DuGym and the facility.

Only personal drinking bottles may be used

Facemasks must be worn by coaches during training sessions. Participants do not have to wear face masks when participating in physical activity.

Gymnastics Specific Activity

Training will be in small groups, maximum of 8 gymnasts per coach.

During training a minimum distance of 1.5 metres per gymnast will be met as per the above distancing rules

The coach will always observe a minimum distance of 1.5 metres from the gymnast and other coaches.

Code of conduct and hygiene

I hereby undertake to observe the code of conduct and hygiene listed here for training in the club / facility and thus actively contribute to minimising the risk of infection with Covid-19 for me and my fellow human beings.

- It is forbidden to form small groups in front of the hall
- Arrivals and departures are therefore prohibited in groups.
- The training takes place to the exclusion of spectators or guests.
- In the entrance area, a mask protection must be worn.
- Gymnasts must arrive dressed appropriately for activity with leotards on under their clothing
- Only personal utensils (drinking bottle, etc.) may be used.
- All participants must be absolutely symptom-free when entering the training facility.
- All participants must pre-book and have completed a health declaration form
- At the start of the training, a list of participants (name, first name and telephone number) is filled in and signed by the coach. In the event of infection, the contact chain can be traced. If the data is not completed by a coach, participation in the training is prohibited.
- All equipment will be sanitised by DuGym
- The minimum distance of 1.5 meters must be observed at all times. Sport-specific distance rules will be announced separately by your coach / trainer.
- Showering before and after training is carried out at home.
- The sports hall must be left immediately after the session.
- Feedback from training (if required by parents) will be carried out via email.

Name

Date

Signature

DECLARATION LETTER (COVID-19) PRIVATE AND CONFIDENTIAL

Please circle **YES** or **NO** as applicable to each of the following questions.

Child's Name	
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Has your child been tested for COVID-19?	YES	NO
	<i>Date:</i>	
Are you currently displaying symptoms of COVID-19?	YES	NO
Is anyone in your accommodation or household showing symptoms of COVID-19?	YES	NO
Have you travelled outside of the UAE in the past two weeks?	YES	NO
Have you been in contact with anyone diagnosed with COVID-19 in the past two weeks?	YES	NO

I agree to strictly follow the guidelines and protocol set by DuGym (a division of PREMIER SPORTS SERVICES)	YES	NO
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Parents Name			
Signature		Date	

This form must be completed and sent to info@dugym.com every 2 weeks or whenever there is change in circumstance (whichever is the earlier). If there is no current form on file the child will not be allowed to participate in a class.