**HYC Thursdays Covid Notes**

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| Time | Activity |
| 2.30pm | Ruth & Tracey arrive – wash hands. Get sign in table set up with registers, coaches sign in sheet, thermometer etc. Start to set up equipment.  USING CENTRE PRODUCTS CLEAN: door handles, light switches, window catches, equipment, toilet handles and seats, wash basins and all surfaces likely to be used during the period of hire  Make sure doors and windows are open for ventilation |
| 3.00 – 3.30pm | ALL OTHER COACHES - Arrive at HYC with masks on – wash hands & take temperature  Gymnastics Coaches - Set up apparatus, floor markers & spots  Trampoline Coaches – set up trampolines, end decks, benches  WEEK A – 2 trampolines, floor, springboard or trampette, bars  WEEK B – 2 trampolines, low beams, tumble run, bars |
| 3.35 -3.45pm | Ruth – sign gymnasts in (they must all wash hands and have their temperature taken on entry)  ALL COACHES – direct gymnasts to put their shoes / water bottles around the side of the hall and then move onto a spot by the apparatus that their group is starting on  3.45pm – start to get the gymnasts & trampolinists working |
| 3.45 – 4.25pm | **SESSION 1**  Keep all children and coaches socially distanced – remember do not support any moves!  **Participants must sanitize their hands and feet before every turn on the trampolines and every time they move around to a new piece of apparatus for gymnastics**  **GYMNASTICS ROTATIONS (3.45pm Rot 1, 3.50pm clean & move to rotation 2, 4.02pm clean and move to rotation 3, 4.15pmclean and move to rotation 4)**  **When moving round:**   1. Line up your group 2. Clean the equipment station you have been working on 3. Get your group to sanitize their hands and feet (coach put on mask and go around to give each child a squirt of sanitizer first for hands and then go around again for feet) 4. Move around to your new station as directed by the Lead Session coach |
| 4.27pm | Stop the session – rotate the children round one more time to the apparatus they started on, where their shoes and water bottles are  All participants to sanitize their hands then move to the sides of the hall to put on their shoes & wait to be called to sign out |
| 4.30pm | TRACEY – sign participants out via the right hand side fire exit  FLEUR – clean trampoline benches, pads, beds and throw in mats and end decks if needed (Blue cloths and larger mop)  JENNA – clean gymnastics equipment (Blue cloths and small mop)  RUTH – clean sink in foyer & hand sanitizers (Green cloths) and Clean toilets – cubicle locks outside and in, clean wash basins and toilets – flush and toilet seat (Yellow cloths – one cloth for cubicles, toilet roll dispensers, soap pump, sinks & flush handle and another cloth for toilet seats)  **USED CLEANING CLOTHS AND MOP PADS INTO THE SWING BIN**  **ALL COACHES TO WASH THEIR HANDS** |
| 4.35pm??  4.40pm latest | SIGN IN CAN START ONCE CLEANING IS FINISHED AND THERE ARE ONLY 4 OR SO KIDS LEFT TO SIGN OUT –  Ruth – sign gymnasts in (they must all wash hands and have their temperature taken on entry)  ALL COACHES – direct gymnasts to put their shoes / water bottles around the side of the hall and then move onto a spot by the apparatus that their group is starting on  4.40/4.45pm – as soon as the participants come in and are ready start to get them working |
| 4.45 – 5.42pm | **SESSION 2 – 1 hr**  **Rotations – (5 mins warm up on apparatus, then 12 mins or so skills)**  4.45pm – ROTATION 1  5.00pm – clean and move round  5.05pm – ROTATION 2  5.20pm – clean and move round  5.25pm – ROTATION 3 |
| 5.42pm | Stop the session – final rotation around for gymnasts back to where they started to get their shoes  All participants to sanitize their hands then move to the sides of the hall to put on their shoes  Once trampolininsts have got shoes on and bottles or jumpers etc they should be lined up 2m apart along the central walk way between bars and trampolines |
| 5.45pm | MADDIE – sign participants out via the right hand side fire exit  FLEUR – clean trampoline benches, pads, beds and throw in mats and end decks if needed (Blue cloths and large mop)  ABBY – clean gymnastics equipment (Blue cloths and small mop)  TRACEY – clean sink in foyer (Green cloths) and Clean toilets – cubicle locks outside and in, clean wash basins and toilets – flush and toilet seat (Yellow cloths – one cloth for cubicles, toilet roll dispensers, soap pump, sinks & flush handle and another cloth for toilet seats)  **USED CLEANING CLOTHS AND MOP PADS INTO THE SWING BIN**  **ALL COACHES TO WASH THEIR HANDS** |
| 5.50pm??  5.55pm latest | SIGN IN CAN START ONCE CLEANING IS FINISHED AND THERE ARE ONLY 4 OR SO KIDS LEFT TO SIGN OUT –  TRACEY – sign gymnasts in (they must all wash hands and have their temperature taken on entry)  ALL COACHES – direct gymnasts to put their shoes / water bottles around the side of the hall and then move onto a spot by the apparatus that their group is starting on  5.55/6pm – as soon as the participants come in and are ready start to get them working |
| 6 – 6.55pm | **SESSION 3 – 1 hr**  6pm – ROTATION 1  6.20pm – clean and move round  6.22pm – ROTATION 2  6.40pm – clean and move round  6.42pm – ROTATION 3 |
| 6.57pm | Stop the session – final rotation around for gymnasts back to where they started to get their shoes  All participants to sanitize their hands then move to the sides of the hall to put on their shoes  Once trampolininsts have got shoes on and bottles or jumpers etc they should be lined up 2m apart along the central walk way between bars and trampolines |
| 7pm | ABBY – sign participants out via the right hand side fire exit  FLEUR – clean trampoline benches, pads, beds and throw in mats and end decks if needed (Blue cloths and large mop)  MADDIE – clean gymnastics equipment (Blue cloths and small mop)  TRACEY – clean sink in foyer (Green cloths) and Clean toilets – cubicle locks outside and in, clean wash basins and toilets – flush and toilet seat (Yellow cloths – one cloth for cubicles, toilet roll dispensers, soap pump, sinks & flush handle and another cloth for toilet seats)  **USED CLEANING CLOTHS AND MOP PADS INTO THE SWING BIN**  **ALL COACHES TO WASH THEIR HANDS** |
| 7.05pm??  7.10pm latest | SIGN IN CAN START ONCE CLEANING IS FINISHED AND THERE ARE ONLY 4 OR SO KIDS LEFT TO SIGN OUT –  TRACEY – sign gymnasts in (they must all wash hands and have their temperature taken on entry)  ALL COACHES – direct gymnasts to put their shoes / water bottles around the side of the hall and then move onto a spot by the apparatus that their group is starting on  7.15pm – as soon as the participants come in and are ready start to get them working |
| 7.15 – 8.30pm | **SESSION 4 – SQUAD - 1 hr 15 mins (can use spare trampoline as one rotation)**  7.15pm – ROTATION 1  7.30pm – clean and move round to  7.35pm – ROTATION 2  7.50pm – clean and move round to  7.55pm – ROTATION 3  8.10pm – clean and move round to  8.15pm – ROTATION 4 |
| 8.12pm | FLEUR to stop trampoline session, participants to collect things and then go together around to the fire exit by the toilets to sign out in a socially distanced queue  FLEUR - clean sink in foyer, clean window handles & close windows, clean front door handle and hand sanitizer points by entrance and fire exit, wipe down all light switches in hall, foyer & corridor & toilets, wipe down handle on fire exit by toilets & close and lock (Green cloths).  Clean toilets – cubicle locks outside and in, clean wash basins and toilets – flush and toilet seat (Yellow cloths – one cloth for cubicles, toilet roll dispensers, soap pump, sinks & flush handle and another cloth for toilet seats) |
| 8.27pm | Stop the session – final rotation around for gymnasts back to where they started to get their shoes  All participants to sanitize their hands then move to the sides of the hall to put on their shoes |
| 8.30pm | ABBY – sign participants out via the right hand side fire exit, wipe down bars & locks on fire doors in hall, close and lock. Help pack away gymnastics equipment.  MADDIE – clean gymnastics equipment (Blue cloths and small mop), put mops away, empty bins under coaching table and put away, replenish cleaning kits with new blue cloths and put away in pigeon holes then pack away gymnastics equipment.  TRACEY - Empty bin in portable sink & throw into outdoor dustbins, replace with new bin bag.   * Empty waste water into drain outside front of centre and refill sink with fresh water * Then help Fleur pack away trampolines   FLEUR – pack down trampolines & put away (start with side mats and benches until Tracey is there to help), then help with gym kit  NO NEED TO CLEAN TRAMPOLINES AS THEY WILL NOT BE USED AGAIN FOR 72 HRS  **USED CLEANING CLOTHS AND MOP PADS INTO THE SWING BIN – Tracey to take home, wash and return on Saturday**  **ALL COACHES TO WASH THEIR HANDS BEFORE PACKING KIT AWAY FOR THE NIGHT PLEASE** |
| 9pm | TRACEY - FINAL JOBS   * Make sure you have folders and dirty cloths to take home * Check fire doors & turn lights off * Set alarm and lock up |