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# General cleaning Guidance for ALL areas

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| **Lost property** | Items left behind by users should be immediately bagged (wearing gloves) in a clear bag and labelled. Staff may need training on the correct way to bag up items in order to keep the outside of the bag from potential contamination and in the safe removal of protective gloves. The club should have a clear policy on items left behind, and this may need reviewing post-lockdown. Any changes to how items are dealt with and how long they are kept should be communicated to parents. |
| **Choice of cleaning disinfectants** | Although no product has been tested by manufacturers for effectiveness against coronavirus, products should contain 1,000 parts per million of available chlorine or state their effectiveness against enveloped viruses. Further guidance can be found on the government website.  [**GOV.UK COVID-19 cleaning guidance**](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) |
| **Safe cleaning practice** | * Avoid creating splashes or spray when using cleaning products * The minimum Personal Protective Equipment (PPE) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) has been is disposable gloves and an apron. They may require additional PPE such as face masks * Hands should be washed with soap and water for 20 seconds after all PPE has been removed * Clubs will need to assess required PPE for general cleaning duties and for cleaning following contamination by a COVID-19 symptomatic user * Always follow manufacturer guidelines on cleaning products, including contact time of disinfectants • Check manufacturer guidelines of product being cleaned |
| **Waste disposal** | * Disposal of general waste and recycling will continue as normal. Clubs will need to ensure continued good practice and regular waste collections by Local Authorities or private contractor * Disposal of cleaning waste and hand towels in the absence of any indication of COVID-19 presence in the gym does not currently have any government guidelines so general good practice is needed * Disposal of waste following contact with or cleaning areas that have been contaminated by a suspected COVID-19 sufferer should follow the government guidelines of double-bagging, storing safely away from human contact for 72 hours or until a negative test result. After which time, the waste can be added to the general waste. If storing the waste is not possible, the club will need to arrange specialist collection for Category B infectious waste by specialist waste disposal company or local authority (there may be an associated cost) |

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# Cleaning club facilities considerations (non-gymnastics specific)

**Top Tips:**

* Remove items such as books and magazines, or toy areas, or nonessential furniture to reduce risk and reduce cleaning requirements • Cordon off areas that are nonessential
* Consider keeping doors open where safe to do so to reduce contact

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| **Surface** | **Where** | **How to clean (including chemicals if required)** | **Cleaning frequency** |
| High-touch hard surfaces | * Door handles * Doors * Banisters * Disability rails * Switches * Taps * Sinks (including underneath and sides) * Toilet seat * Toilet flush handles * Toilet paper dispensers * Hand towel dispensers * Hand dryers * Bin lids (if not foot operated) * Reception area desk * Lockers / storage boxes * Viewing windows / display cabinets etc * Reception desk | 1. Clean surface with detergent or cleaning wipe as per product guidelines 2. Disinfect surface with disinfectant (ensure product stays on surface for required time for effective sanitisation). **Note:** Health authorities recommend using 1000 parts per million of available chlorine in a combined detergent and disinfectant solution or in a household disinfectant solution after cleaning with detergent. 3. Dry with clean dry cloth if needed 3. Dispose of wipe, or clean cloth and dry thoroughly for future use 4. Where disposable wipes, cloths or paper towels are being used, consider safe disposal. If using microfibre cloths, see notes below   **Note:** For electrical items such as light switches and plugs avoid excess moisture, and where possible, turn off the electrical supply to avoid danger of electric shocks. | **Start of day**  **During the day** – the club will need to establish a cleaning protocol based on volume of users and other hygiene practices in place as well as risk factors such as age, adherence to good practice and vulnerability.  **End of day** – final clean at end of day. |
| Hard surfaces  (metal, plastics, glass, wood, concrete) | * Desks * Chairs and tables * Walls * Shelving * Staff kitchen or cafe * Laminate / concrete / wooden flooring | See above for high-touch surfaces | **Start and end of day**  **During the day** - as needed or if an incident occurs such as COVID-19 symptoms in a user, or contamination by body fluids |

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| Oiled or greased metal | •  • | Moving parts of equipment Closing mechanisms | Follow manufacturer guidelines | If frequently touched, this should be done daily but these are usually less commonly touched and therefore weekly may suffice. The club remains responsible to assess the frequency of cleaning needed. |
| IT and electrical items | • • • • • • • •  • | iPad  Computers / Laptops  Gym-phones  Music consoles  Printers / scanners  Photocopiers  Telephones  Kitchen appliances | 1. Turn off the device and ideally isolate the item 2. Clean with damp cloth with detergent or an antiseptic wipe (ideally for IT devices) or isopropyl alcohol-based wipes/sprays 3. Disinfect using a damp cloth if needed (not needed in case of use of antiseptic wipes or alcohol spray) remembering to leave on for required contact time   **Considerations:** Consider using wipeable cover for a screen and/or device which can be easily cleaned or changed daily or weekly according to club-assessed need. Always refer to manufacturer guidelines when cleaning your devices. | **Daily (start and end of day)**  Additional cleans as required according to volume of users. For example: A personal computer in the office may not require hourly cleaning, but the gym iPad used for floor music should be cleaned between sessions or even users. It is the club’s responsibility to risk assess and establish an appropriate cleaning schedule for these items. |

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| Fabric | * Cleaning cloths * Reusable aprons * Reusable masks * Mop heads | When not responding to a COVID-19 case, it may be suitable to use microfibre cloths and other reusable cleaning items. These must in turn also be cleaned. Clubs should consider:   * Safe bagging and transport of cleaning items to be cleaned, and disinfection of carrier boxes / bags etc * Cleaning items should be transported in a way that will not cause contamination of car boots / seats * Cleaning frequency of cleaning items * Launder on hottest cycle possible * Allow to dry thoroughly before reusing   If using disposable cleaning wipes or paper towels, see notes above on Waste Disposal. |  |
| Carpets | Non-gymnastics floor spaces | Regularly hoover areas.  Carpet cleaners, steam cleaners or sprays can be used according to carpet cleaning instructions.  Allow for drying time. | Hoovering should be done at the start and end of each day or as needed.  Cleaning should be performed as deemed necessary by the club. |

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# British Gymnastics – equipment cleaning information

**The cleaning regime below is guidance only and gyms should refer to the manufacturer's safety data sheets for guidance on specific**

**cleaning agents.**

**TOP TIPS**

* Clubs need to assess cleaning needs and make sure it is clearly communicated to staff and users
* Minimise use of equipment with complex surfaces that are hard to clean and consider instead where vinyl and easily cleaned equipment could be used or cover the contact surface with a wipeable mat
* To maximise usable space whilst maintaining appropriate social distancing, consider whether any equipment or mats (particularly items that cannot be cleaned and disinfected) can be removed from general use and stored safely. Unused equipment should be removed from the general gym area where possible for safety reasons (trip hazards and contamination risk)
* To minimise risk and in-session cleaning, design sessions to create least contact with hard-to-clean equipment and to minimise multiple users touching the same surfaces
* Hand equipment and personal equipment must not be shared. Each gymnast must have their own equipment (rhythmic apparatus, handguards, gloves and loops, conditioning aids including ankle weights, elastic bands, rollers etc)
* Preschool classes should carefully review their use of hand equipment and toys with the associated cleaning needs and risks according to the materials they are made of and any cleaning related instructions. Activities should prioritise apparatus free activities (head, shoulders, knees and toes; body shapes; row row row the boat etc) or activities with wooden or plastic equipment (plastic balls instead of beanbags, or balloons, or wooden/plastic blocks)
* An effective hand washing policy for gymnasts is essential in maintaining hygiene in the gym. Consider how frequently hand washing is required relative to the activity, the group of gymnasts, and the surface they are working on. Communicate the responsibility of staff in supervising any hand washing activities using soap and water or alcohol gel

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# Cleaning club facilities considerations (gymnastics specific)

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| **Surface** | **Apparatus** | **How to clean (including chemicals if required)** | **Cleaning frequency** |
| Vinyl | * Safety mats * Trampet edges * Coaching blocks * Non-suede vaulting table * Wall padding and other padded surrounds * Gym mats | 1. Wipe down the mats using a microfiber cloth or blue towel with a detergent solution (diluted according to product guidelines) or disinfectant wipes 2. General disinfectant / sanitising spray (not bleach) can be used to spray on the mats (Dettol all in one etc) but remember they need contact time to work following manufacturer guidelines 3. After the required time, mats can be wiped dry with a clean cloth 4. It is also important not to use too much water in this process as water could get into the foam layer potentially damaging the mat and allowing mould or mildew to grow     **Note:** Due to contact time needed for disinfectants, it may not be possible to use them during sessions, between users, or rotations but wiping surfaces with detergent and water or wipes coupled with regular hand sanitisation can still help limit risk. There are also combined detergent and disinfectant solutions but make sure to check antiviral effectiveness and follow user guidelines.  When using new cleaning products, test solution on a small area of the apparatus first to ensure it will cause no damage.  See notes above on maintaining cleaning cloths clean. | **Minimum: End of day clean**  **(last class)**  Immediately where there are visible body fluids, or a user  has developed COVID-19 symptoms  For high contact surfaces and dependent on body parts contacting the surface, in between classes (during the day), between rotations within a session or even between users may be necessary |
| Wooden (polished) | * Wall bars * Gym benches * Other polished wooden equipment | 1. Frequently wipe down high touch area using a microfiber cloth or disinfectant wipes 2. Do not use a soapy mixture as this may leave a mild residue on the bars causing the user to lose grip 3. Ensure equipment is completely dry before use | **End of day clean (last class)**  In between classes (during the day) or between users as required. |

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| Wooden surfaces (chalked apparatus) | • • •  • | Uneven bars  Parallel bars  Rings  Pommel horse handles | This apparatus cannot be easily cleaned. Where possible avoid use of this apparatus for smaller gymnasts that can use wipeable minigym equipment. Where this equipment must be used, ensure good hand hygiene before and immediately after use and consider small working groups (“bubbles”) or gymnasts having dedicated time on a rota system for that piece. Each gym must perform its own risk assessments to balance safety and gymnastics needs. Coaches of younger and less advanced gymnasts should consider alternatives to use of this equipment including alternative equipment, conditioning or fun preparation stations. |  |
| Carpet | • • • • | Floor area  Springboard  Vault runway  Any other carpeted areas such as changing rooms etc.  Carpeted areas between apparatus or stations. | 1. Where the carpet does not have foam backing, carpet cleaners and sanitizers can be used following manufacturer and cleaning product guidelines 2. For foam-backed carpeted areas such as gymnastics floors, floor rolls and vault runways, moisture cannot be applied as it will cause mould to form in the foam layer. If moisture such as a spray or carpet cleaning product must be applied, then allow for sufficient time to dry   **Note that hoovering does not disinfect the surface.** These surfaces can be professionally cleaned by the manufacturer. This is not a practical day-to-day solution but could be considered for deepcleaning particularly where a user has developed COVID-19 symptoms or where there has been substantial contamination with body fluids.  **Considerations:** In planning your sessions, consider body parts contacting carpeted surfaces and the virus risk. Can gymnasts use wipeable mats such as exercise mats when performing stationary moves (e.g. straddle fold, handstand, forward roll, press-ups etc) that require more than foot-contact on a carpeted area? Each gymnast could be provided an allocated mat that is disinfected at the start and end of the session, to carry around with them during the session. | **End of day clean (last class)**  In between classes (during the day) or between users as required. |

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| Jersey/fabric | * Jersey mats * Other polyester or cotton-topped foam mats | 1. Due to the permeable nature of the polyester or cotton top of the mat, this cannot be easily cleaned as moisture in the foam layers could case mould to form. It is recommended that these mats should be avoided or covered by another wipeable (ideally vinyl) mat 2. The vinyl sides can be cleaned and disinfected using the same method as safety mats (above). |  |

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| Suedette | • • • | Beam  Vaulting table  Other equipment toppers covered in suede | 1. Brush off the surface with a nylon brush 2. Rubbing alcohol can be used to clean suede and, if at a concentration of 70% or more, this is also disinfecting. Dampen a cloth with rubbing alcohol and rub in circles all over surface 3. Let the surface air dry completely 4. Brush the area again with a dry nylon cloth   **Considerations:** When planning sessions, it is recommended to cover the suede surface with a thin non-slipping vinyl mat, or to reduce use of this equipment or using alternative equipment that can be more easily cleaned such as blocks. Clubs may also want to plan to have a no-hands or body contact policy.  For more advanced gymnasts, clubs could consider a “bubble” system whereby only one group of gymnasts uses the equipment for one day if good hand hygiene is maintained after every attempt by the gymnasts within the bubble. Clubs will need to carry out their own risk assessments to balance risk and gymnastics activity requirements. | **End of day clean (last class)**  If a symptomatic member has been in contact with the surface.  If a high touch area, between sessions or users but regular cleaning not recommended. |
| Cotton / Nylon | • | Trampette bed | 1. Use a mild soap solution (suitable for nylon), but it is important that the bed dries on the frame whilst unfolded. Having the bed stretched whilst drying will minimise any shrinking. Dilute detergent according to user guidance 2. The vinyl surrounds can be wiped and disinfected using the same method as vinyl-covered safety mats (above). Eurotramp recommends antibacterial surface wipes but avoiding any wipes containing bleach or alcohol-based disinfectants that could cause damage to the equipment   **Considerations:**  Standing skills minimise body contact with the surface and are safer than skills with hand or body contact. Also consider the hand washing policy for gymnasts on this equipment. | **End of day clean (last class)** as trampolines should not be used when damp.  Clean surround in between classes (during the day) or between users according to club’s own risk assessment and cleaning policy. |

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| Metal | • •  • | Polished bar  High bar  Bar and beam legs | Clean with detergent and disinfect as above. Be aware that disinfectant makes uncoated metal more susceptible to rust so use only as needed and check regularly for rust | **End of day clean (after last class)**  In between classes or users as required. |
| Hand apparatus | • • | Bean bags  Foam modules | It is recommended that gymnasts bring their own hand equipment (rhythmic gymnastics)  Avoid use of hand apparatus as much as possible  If use is unavoidable, refer to cleaning instructions according to object materials. | Clean and sanitise according to fabric requirements after each user. |