

USPK

UNITED STATES
PARKOUR ASSOCIATION

COVID-19 RECOMMENDATIONS

SAFE PRACTICES

2020.03.13



UNITED STATES PARKOUR ASSOCIATION

RECOMMENDATIONS FOR COMBATING COVID

Over the last few weeks we have seen the rapid spread and rising cases of COVID-19 and are only just beginning to see the impact on our communities. One of our highest priorities is ensuring our students and practitioners have access to clean and safe spaces and that our community organizations and businesses feel prepared to deal with the challenges ahead.

The CDC currently recommends adjusting or postponing large meetings or gatherings, giving direction to school, community, and faith leaders. However little has been set for sports settings. In areas where risk of transmission is high, the CDC recommends cancellation of gatherings of any size. Gyms are definitely high-transmission zones.

Additionally, as of 3/13, the US Federal government has declared a National State of Emergency. Most national and state sporting organizations have cancelled or temporarily suspended their seasons through mid April. The National Parks and Recreation Association has also cancelled all recreation programs and youth sports, alongside recommendations for temporary closings of community centers, fitness rooms and gyms. It is safe to assume in the two weeks to come that cities and communities will face mass closures.

The goal of these large scale actions by government are not to eliminate COVID-19 but to reduce the speed of transmission, to protect our most vulnerable populations, and to ensure our hospitals are not overloaded with patients and capable of delivering the best possible care to all their patients.

Even if COVID-19 has not significantly impacted your city yet, your proactive efforts can slow transmission and minimize local impact.

We are here to support you. If you are having difficulty finding the resources needed to support your business in this challenging time, please don't hesitate to reach out.



Visit www.USPK.org/membership to become a member and support the creation of resources like these for our community.

E-mail: contact@uspk.org

Website: <https://uspk.org>

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SECTION 4

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GENERAL RECOMMENDATIONS

FOR PARKOUR PRACTITIONERS, STUDENTS, AND PARENTS

Reducing the risk of spreading COVID-19 is a team effort. Here are our recommendations for practitioners, students, and parents:

- Stay home if you or someone living with you is sick or is considered a high risk population. High risk populations for COVID include seniors and individuals with a serious chronic medical condition including heart and lung disease and diabetes.
- Wash your hands before and after class with **soap and water** or use an alcohol-based hand sanitizer. Sanitizers must be at least 60% alcohol to be effective--and most are not! So double check.
- Avoid physical contact with others. We know you want to run, jump, and play with your friends and class-mates, but risk of transmission is lower.
- Clean and disinfect equipment, mats, stations you come in contact with while at the gym, as well as while at home. Use clorox wipes and other EPA approved cleaning materials.

Above all, please listen to and follow all recommendations by state and local health agencies and government. While we can not stop the spread of COVID-19, together we can slow the spread, helping reduce overload on hospitals and ensuring everyone can get the quality of care necessary.

Thank you for working together with us!

RECOMMENDATIONS FOR GYMS

The United States Parkour Association has been closely monitoring the COVID-19 situation, reviewing federal and state recommendations that are being issued as well as researching best practices and responses by fellow sporting governing bodies.

Below are several recommendations to support you and your business as you face a modification, reduction, or possible closure of programming in the weeks to come.

1 | ESTABLISH CLEANING & DISINFECTING PROCEDURES

1A | Daily Cleaning Schedule

Parkour gyms are high-touch facilities, making them difficult to disinfect. Create a high-frequency daily cleaning (removes dirt) and disinfecting (removes germs) plan that includes **boxes, mirrors, bars, weights, straps, and mats, as well as your front desk and workstations, handrails, locker rooms, tables and chairs, phones, countertops, and doorknobs**. Mop if possible, daily.

- High frequency means at least twice a day.
- Use a detergent or soap and water before disinfection. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective. Clorox disinfectant wipes are good to go!
- Wear disposable gloves when cleaning and disinfecting surfacing, disposing after use.

You can review recommendations and best practices as outlined by the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/community/home/cleaning-disinfection.html>

You can find a list of registered disinfectants here:

https://www.epa.gov/sites/production/files/2020-03/documents/sars-cov-2-list_03-03-2020.pdf

RECOMMENDATIONS FOR GYMS

1B | Hand & Equipment Cleaning Stations

Require students to wash their hands with soap and water prior to participating. If soap and water are not visibly dirty or available, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.

Set up hand sanitizing stations at your front desk as well as in your locker room and gym spaces. However, hand sanitization is not as effective as washing your hands with soap and water.

We also recommend setting up **cleaning stations** with paper towels and disinfecting spray or clorox wipes that students can use to wipe down bars, mats, equipment when finished with them.

1C | Increase Health Signage

Increase signage and messaging across all channels to continue to build awareness and adherence to DOH general health and prevention guidelines. You can find downloadable signs on the CDC Website: <https://www.cdc.gov/coronavirus/2019-ncov/about/share-facts.html>

1D | Integrate Handwashing into Classes

Set aside 5 minutes at the start of class and activities to teach students handwashing. By building it into your class time you ensure safe practices are followed and it serves as a great opportunity for education and awareness-raising.

1E | Implement No Contact Policy

If you continue to provide services and programs through this time, **put in to place a 'no contact' policy to be observed at every level of the organization.** Lesson plans should be adjusted to eliminate games and activities that require physical contact. While there is still risk of transmission, the CDC has noted that the risk is significantly higher when coming in physical contact.

RECOMMENDATIONS FOR GYMS

2 | Encourage Sick Employees and Students to Stay Home

2A | Encourage Sick Employees to Stay Home

Actively encourage sick employees to stay home if they display any symptoms of acute respiratory illness, fever, or any other flu-like symptoms.

Review your sick leave policies and ensure they are both flexible and consistent with public health guidance. Prepare and send out an email to all your employees reminding them of your policies, including how to use paid time off.

Consider expanding your policies to allow for the caretaking of sick family members.

2B | Send Sick Students Home

Do not allow sick children to attend programming at your facility. If a child gets sick during the day, the parent should pick up the student promptly and the facility should be decontaminated. Encourage parents to be conservative in their judgement and keep students home if any risk of sickness -- including if someone sharing the same household is sick

2C | Discourage Students From Attending If They Live With High Risk Populations

While this recommendation requires a little more effort of communication, we recommend encouraging students who live with high risk populations such as older adults and people who have serious chronic medical conditions (diabetes, heart disease, lung disease).

RECOMMENDATIONS FOR GYMS

3 | KEEP COMMUNICATION OPEN

One of the most important things to do is to keep the lines of communication open with your students and staff.

- **FIRST:** Prepare and send out an initial email that clearly lays out the steps your facility and organization are taking to prepare and limit risk of exposure.
- **WEEKLY:** Send out weekly emails providing updates and utilize your social media channels to reach your members.
- Considering sending out recommendations to parents for games and play they can do at home, especially if you face closure.
- Prepare your strategy for communicating with your team and community if a student or employee ends up diagnosed with COVID-19.

4 | PREPARE YOUR EMPLOYEES

4A | Providing Training

As the employer, you should provide basic training to your staff and review cleaning practices and gym protocols for dealing with sick students, as well as best practices for communication. You might be surprised at how many people don't know how to properly hand wash. This ensures you are operating cohesively and with consistent messaging.

4B | Wage Loss & Furlough

Most gyms employ coaches and staff on an hourly basis, putting them at high risk for furlough or lost wages in the case of gym closure. You can support your employees as they face this difficult time by pooling some initial resources on unemployment benefits and resources. Check your local government websites for available tools.

RECOMMENDATIONS FOR GYMS

5 | PREPARE FOR BUSINESS CLOSURE

Each community is facing different challenges, with conditions changing at different rates with different levels of response from local and state government. Gyms must be prepared to respond to rapidly changing conditions, make sound judgements, and close down if the situation locally advances to high risk.

Keep up to date with state and local recommendations daily and take into consideration the scale of closures and quarantine being pushed by schools, community centers, and sporting groups.

Closure is a difficult decision but with a little planning you can reduce the impact of some of the largest risks. Prepare your public communication and business continuity plan, including what reduction to essential-only operation would look like financially and operationally.

5A | Local Resources For Small Businesses

As COVID-19 continues to spread, City, State, and Federal government are beginning to roll out economic programs for both small businesses and employees. Some of these programs include providing business tax breaks, financial support and grants, access to emergency lines of credit, and even employee paid time off.

Additionally city and state small business associations are also providing resources, information, and services to businesses experiencing disruption or continuity challenges. Identify them today, BEFORE you need them.

5B | Creating A Business Continuity And Disaster Plan

With cities already initiating mass cancellations and countries implementing massive quarantine, it is wise to begin planning for the worst case scenarios of COVID-19 impact in the US: long term closures or reduction of services. This could result in a significant loss of revenue and decline in student enrollment for months, well into the summer.

RECOMMENDATIONS FOR GYMS

A Business Continuity and Disaster Plan looks closely at your gym or organization financial health as well as operational necessities and lays out a plan on how to mitigate and manage the largest risks. The next section is a basic guide to help you start answering some of the most essential of questions.

6 | Other Actions You Can Take Now

- **If you rent a facility**, connect with your landlord to discuss potential financial implications of prolonged business disruption. Early communication is best!
- **If you provide services in schools or other companies**, connect to prepare for program disruption and to familiarize yourself with their emergency response protocols incase of large scale closures.
- Update your website, social media accounts, and business profile on Google to reflect any changes in hours or programming

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As the parkour community looks ahead to the upcoming weeks, it is important for businesses and organizations to begin planning for the worst case scenarios of COVID-19 impact. A business contingency plan is like a road map for your organization, helping everyone navigate a disruption of business or closure due to crisis.

It is never premature to begin planning. As of March 13, the USA has declared a national state of emergency. Businesses are reducing hours and insisting on a combination of remote work and self-quarantine. Schools, community centers, libraries, and other community organizations are closing for upwards of 6-8 weeks. Some businesses are reporting closures both temporary and permanent due to the economic impact of reduced activity.

For many gyms and organizations these long-length school closures and decline in business activity present a serious financial risk and can have devastating effects on overall business health.

USPK recommends that owners plan for serious business disruption and develop a risk mitigation plan for their company as well as a financial and operational strategy for business continuity today.

COMMON ISSUES PARKOUR GYMS FACE

Financial Strain

Reduction of programming or closure can really strain your organization's ability to make payroll, pay rent or utilities, and respond flexibly.

Changing Demand

Gyms across the country face potential declines in enrollment. Depending on how severely COVID impacts your community, there may be prolonged public concerns about exposure through late spring and summer, impacting summer camp programming.

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Staff Capacity and Shortage

Infection can create a staff shortage and reduce overall capacity of the organization. If you work with hourly staff, the impacts of individual infection or large scale closures can be devastating if there is limited PTO or financial accommodations in place.

Expanded Clean-up Costs

Depending on the incident, you may face an increase in costs around how your business conducts cleaning. From stocking products to paying for cleaning services.

Insurance Coverage Issues

Some businesses have business interruption insurance. Now is the time to contact your insurance agent to review your policy to understand precisely what you are and are not covered for.

Building Your Plan

1 | Understanding Local Risk

Evaluate the current situation in your local community. What actions have schools, parks, government, and fellow businesses taken to mitigate the spread of COVID? Who is reducing services or closing down and for how long? What populations are affected by these closures?

Understand potential risk scenarios your business faces in light of the current situation.

- Extensive school closures that may lead to a decline in youth enrollment and revenue.
- Schools choosing to extend school into summer months, reducing need for summer camps, impacting revenue.
- Extensive nearby business closures leading to decline of general local activ-

BUSINESS PLANNING

ity and revenue, especially if you are downtown based (see the situation with small businesses in downtown Seattle with the closure of Amazon).

- Implemented quarantine for 2-3 weeks, forcing full closure.
- Confirmed case of infected employee or student, requiring facility closure and cleaning.

2 | Review Key Personnel

- **Identify Your POC** - Identify a primary point of contact for emergency situations and document clearly.
- **Classify Personnel** - Review and classify all personnel roles as 'essential' or 'non-essential' for business functioning in case of operational interruptions. Essential personnel are roles considered critical to ensuring absolutely basic business operations in case of extensive closure or interruptions.
- **Create a Succession Plan** - If a key staff member is incapacitated or unavailable to work, who will assume their responsibilities?
- **Plan for Furlough** - Prepare a plan for the possibility of employee furlough and gather resources for your employees to support dealing with possible limited or no pay for a period of time.

3 | Review Programming

What services and programs are most vulnerable to possible loss or suspension? What are the chances of closure? Are there any alternatives to operations?

4 | Financial Capacity and Health

Understanding your current financial capacity and overall health: Where could you immediately cut costs, if necessary? Are you able to meet your fixed financial responsibilities for a period of 2-3 months?

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BUSINESS PLANNING

- **Capacity** - Review your financial state including cash on hand, open accounts receivable, lines of credit available, and any other sources of funds available or anticipated.
- **Liabilities** - Review your financial liabilities including fixed expenses such as rent, tax, insurance, and variable expenses such as payroll. Assess what expenses can be furloughed, reduced, or delayed. Assess what 'minimum operations' payroll would cost.
- **Projection** - Build worst case financial projections, looking at potentially 6-8 weeks of reduced capacity operations while still maintaining overhead.
- **Rent Management** - Reach out early to your landlord if you anticipate any issues with making rent or running into a cash flow issue. Many landlords are reporting a willingness negotiate and find equitable solutions for both parties.

5 | Communications Strategy

- **Prepare Communication Scenarios** - Create communication plans that cover how your organization will respond to various scenarios:
 - Gym closures
 - Quarantine of areas
 - Program schedule shifts or cancellations
 - Employees or students suspect or confirmed of infection
- **Establish Internal Guidelines For Closure** - What set of variables or situations would require your company to close? Clearly lay out conditions for closure. Will you close if a student or staff member appears sick? Will you close if schools or other youth agencies close? Will you close only at the command of state government? etc.

ADDITIONAL RESOURCES

6 | Partnerships

- **Partners** - Establish a line of communication early with any of your key program delivery partners, including schools and community centers. Get to know their emergency response plans and triggers for closure so that you can better prepare and anticipate.
-
- **Strategize Alternatives** - If COVID-19 hits your community and forces service reduction, are there alternate locations or partners you can work with to provide a basic level of programming? Make those connections now.

7 | Research Economic Resources

States and local governments are making economic resources available to small businesses, from tax and utility payment deferrals to grants, emergency loans,

8 | Create A Worst Case Scenario Plan

If your facility or organization had to cease or significantly reduce operations for a period of 2-4 weeks due to COVID, what would that look like? If you've gone through answering the above you should have a decent grip on adjustments that would need to be made to staffing and payroll, schedule, and communications.

Create and distribute a unified document that collects and captures your personnel information, communication strategy and templates, financial analytics summary, a list of critical partner contacts and their information, and so forth.

Having a plan that centralizes critical information that your employees are familiar with will help you respond more quickly and effectively.

ADDITIONAL RESOURCES

CDC Interim Guidance for Small Business Response to COVID

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC General Pandemic Guidance for Small Business / Employers

<https://www.cdc.gov/flu/pandemic-resources/archived/business-planning.html>

CDC Business Planning for Pandemic Checklist

<https://www.cdc.gov/flu/pandemic-resources/pdf/businesschecklist.pdf>

CDC Interim Guidance for Event Planners & Community Gatherings

<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/index.html>

ASPEN INSTITUTE Corona Virus and Youth Sports Response

<https://www.aspenprojectplay.org/coronavirus-and-youth-sports?fbclid=IwAR2oR16z-RgYVliC-4TbPE3NWBjPPhr2ocykZNxWvE2tRj3HjD6A9EM22s>

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★ **BECOME A MEMBER** ★

Become a member to support our mission. Be strong to be useful. Together we can strengthen our community, raise awareness, educate the general public, protect the integrity of the sport, guide and represent parkour in the United States. Our membership benefits include:

- Valuable business resources and tools to support your success
- Discounted parkour insurance plans
- Access to national network of USPK members
- Industry research and information
- Starting special interest groups

Visit www.USPK.org/membership to register today.