

Dear KOKO Ohana,

For the health and safety of our gymnasts and their families and to comply with the governor's orders we have developed new protocols for Covid-19.

Our first priority is to limit the number of people in the gym. We will have a drive through drop off line, where gymnasts will be dropped off from their vehicle to our new sanitizing station at the main entrance. Parents will be asked to remain in their vehicles to limit the amount of people gathering and comply with the new social distancing standards. We ask that everyone be on time for drop off and pick up to keep everything running smoothly. Also try to make drops offs and pickups as quick as possible.

This could be a great opportunity to run quick errands or grocery shop before gymnasts need to be picked back up. If you do stay in the parking lot during your child's class please do not leave your car on. If you need to keep it on for any reason please find a different place to park so as not to allow the fumes from the idling car enter our gym while the kids are practicing. Thank you for your consideration.

Here are some new practices you can expect to see in our gym:

- Smaller class sizes.
- Some parking spaces will now be used as a drop off line.
- After the gymnasts exit the car they will go to our sanitizing and fever check station before entering the facilities.
- Staff will sanitize equipment and facilities after each class.
- Only water bottles will be allowed in the gym. We ask that all other personal items be left in the car.
- Water bottles will be kept in lockers, and those lockers will be sanitized after every class.
- Payments will only be accepted online through the website. Walk-ins at this time are not allowed to comply with gathering requirements.

This is an unprecedented time and while we are making extra precautions to help ensure the health and well being of gymnasts, families, and staff, we also understand that not everyone will be comfortable returning right away. We will certainly miss you but we understand.

In order to ensure everyone's safety, anyone displaying any symptoms including coughing, sneezing, and fever will not be allowed in the gym. Please ere on the safe side and if anyone in your household is showing any illness please keep your gymnast at home to reduce spread.

We appreciate everyone's patience and diligence through this unique time; and together, we will continue being Koko Strong!

KOKOKAHI Covid-19 Guidelines

Employee Protection

- Screen all employees reporting to work for COVID-19 symptoms. A yes answer to any of the following questions should result in the employee being sent home:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
- Temperature screening employees:
 - Employers to take temperatures onsite with a no-touch thermometer each day upon arrival at work.
 - Normal temperature should not exceed 100.4 degrees Fahrenheit.
- Staff will wear face coverings as recommended by the CDC to the extent it doesn't interfere with their ability to perform their job.
- Sanitizing stations such as a sink with hand soap and/or bottle of hand sanitizer will be provided.
- Staff will practice recommended social distancing to the greatest extent possible.
- We will reduce staffing requirements where possible.
- Congregating in lobby/common areas will be discouraged and we will limit capacity of such areas to allow for safe social distancing at a minimum of 6 feet whenever possible.
- Employees should increase hygiene practices—wash hands more frequently, avoid touching face, practice good respiratory etiquette when coughing or sneezing.
- All employees should stay home if feeling ill, report any symptoms of illness to supervisor and require notification of COVID-19 positive case in employee's household.
- Direct any employee who exhibits COVID-19 symptoms (i.e., answers yes to any of the screening questions or who is running a fever) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Kokokahi will maintain the confidentiality of employee health information.
- Have a plan in place for potential COVID-19 cases, and work with local health department officials when needed (e.g., monitor and trace COVID-19 cases, deep clean facilities)
- Post extensive signage on health policies, including the following documents, in the workplace to help educate building occupants on COVID-19 best practices:
 - CDC guidance to stop the spread of germs.
 - CDC guidance on COVID-19 symptoms.

Gymnast Protection

- Screening of gymnasts upon entry to the gym:
 - Question customers regarding COVID-19 symptoms. A yes answer to any of the following questions should result in the customer being prevented from entering:
 - Have you been in close contact with a confirmed case of COVID-19?
 - Are you experiencing a cough, shortness of breath or sore throat?
 - Have you had a fever in the last 48 hours?
 - Have you had new loss of taste or smell?
 - Have you had vomiting or diarrhea in the last 24 hours?
 - Temperature screening gymnasts:
 - Coaches will take temperatures onsite with a no-touch thermometer each day upon arrival at work.
 - Normal temperature should not exceed 100.4 degrees Fahrenheit.
- Signs will be posted encouraging social distancing (visible to gymnasts).
- Require that all gymnasts wash or sanitize their hands upon entering the facility.
- No water from the water fountain will be offered, gymnasts are to bring their own water bottle which will be cleaned upon arrival and entering the facilities.
- Gymnasts who use chalk should have their own personal chalk bags. Koko will provide chalk.
- Encourage parents to drop-off and pick-up and will not be allowed to enter the facility to watch the class.
- Only one parent and no siblings will be allowed in the facility for Gymmini classes.

Our facility

- Mitigate exposure in the gym by implementing social distancing guidelines and modify classes and scheduling.
- Staff to conduct regular disinfecting of high-touch surfaces, equipment and common areas of the facility using disinfectant cleaning supplies according to CDC guidelines.
- Liability Waiver will include verbiage that indicates that Kokokahi has taken reasonable measures to prevent the spread of infectious disease.
- Temporarily close water fountains and common areas where gymnasts or employees may congregate. Encourage users to provide their own water.

- Ensure that staffing of facilities is sufficient to enable enhanced sanitization and cleaning measures.
- Spotting by the instructor is limited to safety purposes.
- No partner activities in class.
- If props are used they are to be sanitized after each use.
- Ideally use vinyl mats that can be cleaned easily wherever possible.
- Instruct coaches to avoid physical contact with one another: e.g. hugs, high-fives, etc.