

## Re-opening Guidelines Template

These guidelines are intended for application in non-health care related places of employment. The foundation guidelines for businesses and employers remains the [Centers for Disease Control and Prevention \(CDC\)'s Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 \(COVID-19\)](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html).  
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### General Guidelines that Apply to All:

All employers have to determine how best to minimize the spread of COVID-19 in the workplace. In order to re-open and successfully remain open for business, everyone individually and collectively must actively participate in the core recommendations:

1. Self-isolation – if you are sick, stay home,
2. Practice social distancing of at least six feet distance to the greatest extent possible.
3. Wash hands frequently (20 seconds with soap and water or use of a sanitizer that contains at least 60% alcohol),
4. Clean and disinfect frequently touched objects (e.g. keyboards, phones) and surfaces (e.g. handrails, workstations, sinks) and remove unnecessary frequently touched surfaces.
5. Avoid touching of eyes, nose and mouth with unwashed hands,
6. Consider wearing a cloth face covering when it is difficult to practice social distancing (do not use on children under two years old, people with difficulty breathing, or people who cannot remove the mask themselves),
7. Cover mouth and nose when you cough or sneeze, and throw used tissues away immediately after use,
8. Avoid using other employees' phones, desks, offices or other work tools and equipment when possible, or disinfect them before and after use,
9. Minimize the use of soft surfaces like cloth covered chairs or area rugs that are more difficult to clean or disinfect.

### Guidelines Specifically for Fitness Centers, Gyms & YMCA Centers

In addition to the above safe-practices, the Associations affiliated with Fitness Centers, Gyms & YMCA Centers recommend that compliance with the following additional guidelines will further minimize the potential for transmission and spread of COVID-19.

#### *Entering the Building*

- ✓ Staff & members will utilize one way entrance and exit.
- ✓ Staff & members will have temperature taken immediately upon entering the facility.
- ✓ Temperature should be recorded for the employee and the member for the purpose of contact tracing.
- ✓ Temperature must be below 100.4 degrees in order to be allowed to enter, work or participate in activities at the facility.
- ✓ Anyone with known exposure to COVID-19 or who has tested positive for COVID-19 should do the following before returning to the facility:

- a. Inform supervisor of the facility of your symptoms.
- b. Contact your healthcare provider immediately and get screened to be tested for COVID-19. Keep track of your symptoms.
- c. Self-isolate at home. When you are without fever for at least 72 hours without the use of medication & all other symptoms have improved and at least 10 days have passed since your symptoms first appeared, then seek testing for a negative result from a COVID-19 test or a written statement of good health from a doctor.
- d. If positive, complete the isolation steps above and be re-tested before returning to facility.

### *Staffing*

Staff will:

- ✓ Receive training prior to coming back to work on new procedures & protocols ;
- ✓ Be strongly encouraged to wear masks and gloves at all times as provisions are available and supplied by the facility.
- ✓ Know facility capacity restrictions and how to monitor; and
- ✓ No employees will share offices or be in enclosed spaces within 6 feet of each other.
- ✓ Implement Strategic scheduling to assist with monitoring members & sanitizing equipment.
- ✓ A strict stay at home policy for any employee or member exhibiting symptoms and a reporting process for confirmed and/or potential COVID-19 infection implemented.

### *Social Distancing*

- ✓ Gym capacity limited to a certain number of people, 5 people (staff and members) per 1,000 square feet or 20% capacity (whichever is less).
- ✓ Social distancing signage and floor markers put in place for traffic flow, maintaining 6 feet of distance in all gym activities, and roping off of disabled equipment.
- ✓ Best practice for group exercise classes is to designate a 10x10' area for each member and limiting movement and interaction outside of that area during class.
- ✓ Limiting class size (even if space permits more) to 10 participants to decrease the number of people congregating before and after class, regardless of building size. Or 5 people per 1,000 sq ft of space, whichever is less.
- ✓ No contact training and no equipment sharing training sessions;
- ✓ Workout duration should be adjusted to accommodate time before and after to disinfect the equipment.
- ✓ Schedules should be adjusted as to minimize traffic and congestion before and after class

### *Enhanced Cleaning & Sanitation Protocols*

- ✓ Medical-grade cleaning products and hand sanitizers available throughout facility, and:
  - Require hand washing before and after workout;
  - Increase disinfectant stations with hand sanitizer available in lobby and throughout the facility whenever provisions are available; and
  - Pre-use and post-use wipe down protocol on all equipment, including office equipment and body comp scanners, as well as updating member processes to educate on cleaning and sanitation.
- ✓ Detailed in-depth and frequent cleaning checklist:
  - Full facility will be cleaned thoroughly a minimum of every 2 hours with medical-grade product, including equipment and all surfaces during open facility hours; and
  - Bathrooms cleaned every hour during open facility hours.
- ✓ Water fountains for refilling water bottles only.
- ✓ No equipment sharing will be allowed.

*Restrictive Use of Facilities* (at this time of re-opening it is strongly suggested to prohibit the following activities):

- No basketball (no pick up, shoot around or team play).
- No pickleball or racquetball (no pick up, reserved play, or scheduled programming)
- Locker rooms will be open, but showers will not be available. Social distancing will be required.
- No towel service – members may bring & leave with their own towels.
- Coffee & other refreshments will not be available at this time.
- Water fountains are for use ONLY to fill water bottles, no drinking directly from the fountain.
- No use of saunas or steam rooms, as a minimum safe distance of 6 feet cannot be maintained.
- Only every other piece of cardio equipment will be available for use.
- Members must disinfect equipment before and after use.
- Pools will have additional guidelines under separate cover.

In efforts to stay healthy and help stop the spread of COVID-19 and other illnesses, we encourage everyone to follow the 3 C's.

- ✓ COVER – cough (or sneeze) into the crook of your elbow or into a tissue that is immediately thrown away

- ✓ CLEAN – Frequently wash your hands with warm water and soap for 20 seconds – about the time it takes to sing Happy Birthday twice.
- ✓ CONTAIN – Stay home when you are sick until you have been free of fever for 72 hours without the use of fever-reducing medications.

It is very important that all members of this alliance, sector, etc. understand that while these guidelines are voluntary, it is in everyone's best interest to diligently follow them as we move to re-open our economy and keep it open.