

Reopening Protocol for Gyms and Fitness Establishments: Appendix L

Effective as of Friday, June 12, 2020

Recent updates:

6/30/2020: Updated to include a description of the steps that the Department of Public Health will take if the employer reports a cluster of positive cases

7/1/20: Patrons are required to wear cloth face coverings and gloves the entire time they are at the facility except when they are in the pool or in the shower. Patrons must be warned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times. (Face masks or coverings with one-way valves are not permitted.) Signage must be posted to notify patrons of this new requirement and to caution them about overexerting themselves while wearing a face covering and exercising.

7/2/20: Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible

The County of Los Angeles Department of Public Health is adopting a staged approach, supported by science and public health expertise, to allow certain gyms and fitness establishments to safely reopen. The requirements below are specific to gym and fitness establishments permitted to reopen by the Public Health Officer. In addition to the condition imposed on these specific retail businesses by the Governor, these types of businesses must also be in compliance with the conditions laid out in this Checklist for Gym and Fitness establishments.

Please note: This document may be updated as additional information and resources become available so be sure to check the LA County website <http://www.ph.lacounty.gov/media/Coronavirus/> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

These five key areas must be addressed as your facility develops any reopening protocols.

All businesses covered by this guidance must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable to the business.

Business name: Young Mens Christian Assoc. of Burbank, CA
Facility Address: 321 E. Magnolia Blvd., Burbank, CA 91502
Maximum Occupancy, per Fire Code: Pending city update
Approximate total square footage of space open to the public: 23,158 sq. ft.

**A. WORKPLACE POLICIES AND PRACTICES TO PROTECT EMPLOYEE HEALTH
(CHECK ALL THAT APPLY TO THE FACILITY)**

- Everyone who can carry out their work duties from home has been directed to do so.
- Vulnerable staff (those above age 65, those with chronic health conditions) are assigned work that can be done from home whenever possible and should discuss any concerns with their healthcare provider or occupational health services to make appropriate decisions on returning to the workplace.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home.
- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees have been told not to come to work if sick, or if they are exposed to a person who has COVID-19. Employees understand to follow DPH guidance for self-isolation and quarantine, if applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
 - Information on employer or government-sponsored leave benefits the employee may be entitled to receive that would make it financially easier to stay at home. See additional information on government programs supporting sick leave and worker's compensation for COVID19, including employee's sick leave rights under the Families First Coronavirus Response Act and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the Governor's Executive Order N-62-20
- Upon being informed that one or more employees test positive for, or has symptoms consistent with COVID-19 (case), the employer has a plan or protocol in place to have the case(s) isolate themselves at home and require the immediate self-quarantine of all employees that had a workplace exposure to the case(s). The employer's plan should consider a protocol for all quarantined employees to have access to or be tested for COVID-19 in order to determine whether there have been additional workplace exposures, which may require additional COVID-19 control measures. See the public health guidance on responding to COVID-19 in the workplace.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. These checks can be done remotely or in person upon the employees' arrival. A temperature check should be done at the worksite if feasible.
- In the event that 3 or more cases are identified within the workplace within a span of 14 days the employer should report this cluster to the Department of Public Health at (888) 397-3993 or (213) 240-7821. If a cluster is identified at a worksite, the Department of Public Health will initiate a cluster response which includes providing infection control guidance and recommendations, technical support and site-specific control measures. A public health case manager will be assigned to the cluster investigation to help guide the facility response.

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH
ORDER OF THE HEALTH OFFICER



- All employees who have contact with the public or other employees during their shift (s) are offered, at no cost, a cloth face covering. The covering is to be worn by the employee at all times during the workday when in contact or likely to come into contact with others. Employees need not wear a cloth face covering when the employee is alone in a private office or a walled cubicle.
- Employees are instructed to wash their face coverings daily.
- All workstations are separated by at least six feet.
- Break rooms, restrooms and other common areas are disinfected frequently, on the following schedule:
 - o Break rooms Not currently in use
 - o Restrooms Every 75 minutes. Cleaning logs located in restrooms.
 - o Other Throughout the day: every 1-2 hrs.
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in break rooms at all times.
- Ensure temporary or contract workers at the facility are also properly trained in COVID-19 prevention policies and have necessary supplies and PPE. Discuss these responsibilities ahead of time with organizations supplying temporary and/or contract workers.
- Face coverings are required when employees are in the vicinity of others. Workers must have face coverings available and wear them in the fitness facility, offices, or in company-owned vehicles when traveling with others. Face covering are particularly important if physical distancing cannot be maintained on the job (for example, personal trainers and staff assisting members with exercises). Face coverings must not be shared. Employers are required to provide face coverings to all employees.
- To ensure that masks are worn consistently and correctly, employees are discouraged from eating or drinking except during their breaks when they are able to safely remove their masks and physically distance from others.
- Disinfectant and related supplies are available to employees at the following location(s):
Front lobby, Ray Sence, Strength + Circuit Rooms, Functional Fitness, Cardio, Club Room
- Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):
Same as above
- Employees are allowed frequent breaks to wash their hands.
- A copy of this protocol has been distributed to each employee.
- Each worker is assigned their own tools, equipment and defined workspace. Sharing held items is minimized or eliminated.
- All policies described in this checklist other than those related to terms of employment are applied to staff of delivery and any other companies who may be on the premises as third parties.
- Optional—Describe other measures:
N/A

B. MEASURES TO ENSURE PHYSICAL DISTANCING

- If possible, implement a reservation system for the facility. Utilize the reservation system to contact patrons with reservations 24 hours before their scheduled arrival to confirm their reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. If the patron answers in the affirmative the patron should be reminded that they should only utilize the fitness facility if they are

not ill. Such communication can be done via app, email, or text, if possible.

- Avoid patrons queuing in the facility or outside and help maintain occupancy levels.
- All patrons are required to wear cloth face coverings and gloves the entire time they are at the facility. The only exception is when patrons may be in the shower or in a pool.
 - Patrons must be warned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times. (Face masks or coverings with one-way valves are not permitted.)
- Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be inside the facility. Patrons should not wait in the reception area.
- Modify group training classes such as aerobics, yoga and dance to limit the size to ensure a minimum of six feet of physical distance between patrons.
 - Move the classes outdoors or to larger spaces like full-sized basketball courts, if possible. Group exercise classes should only be offered if distancing requirements can be maintained and there is no person-to-person physical contact.
 - For high aerobic classes such as aerobics, spin or conditioning or machines such as elliptical, tread or stair machines, consider placing individuals and equipment at least 8 feet apart rather than 6 ft.
- High contact programs that require close contact less than six feet in distance should be suspended. This would include activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.
- Sports courts can be used for individual practice or for activities where 6 feet of physical distance can be maintained throughout the activity. When people are waiting to use a court, a maximum time limit for court use by each participant should be implemented. Participants waiting must practice physical distancing.
- Yoga classes held in temperatures over 100 degrees should be discouraged.
- Personal trainers are permitted if they maintain a six-foot distance from the client and wear a face covering. Patrons must wear a face covering while receiving instruction and should be cautioned to only do exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times.
- Equipment is marked off to ensure that clients can maintain at least a six (6) feet distance from others. Tape or other markings assist customers in keeping a 6 feet distance between them and others in any line. A marking identifies both a starting place for customers arriving in the line and 6-foot intervals for subsequent customers who are joining the line.
- Use one-way foot traffic patterns throughout the fitness facility with visual cues and signs.
- Remove communal furniture and/or cordoning off member lounge areas
- Stagger available lockers in locker rooms to maintain physical distancing.
- Space all equipment and machines at least six feet apart or taking some out of service to achieve physical distancing
- Employees have been instructed to maintain at least a six (6) feet distance from customers and from each other in all areas of the gym. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Elevator capacity is limited to 4 individuals or fewer at a time for any elevator that does not allow for 6-foot physical distance between riders. All riders are required to wear cloth face coverings. Consider elevator sizes, number of building floors, and daily number of employees and visitors to establish physical distancing guidelines appropriate for elevator riders.
- Spa services are not allowed.

- Consider suspending non-core activities, including retail operations, childcare, and food service. If fitness facilities operate such amenities, they should review and following the applicable posted county public health protocols for these activities.
- Swimming facilities within the gym should comply with posted county protocols for public swimming pools.

C. MEASURES FOR INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased.
- Patrons should be temperature and/or symptom screened upon arrival and required to use hand sanitizer and to wear face coverings when entering and leaving the facility. They should wear face coverings the entire time they are in the facility with the exception of while they are in the shower or in a pool, and be reminded to keep a 6 foot distance from others.
- Contactless payment and check-in systems are in place or, if not feasible, systems are sanitized regularly.
Describe:
Refer to our website
- Perform thorough cleaning throughout the day in high traffic areas, such as reception and lobby areas, changing rooms, locker rooms, showers and break rooms and areas of ingress and egress including stairways, stairwells, escalators, handrails, and elevator controls.
- Frequently disinfect commonly used surfaces, including personal exercise machines and equipment, countertops, vending machines, doorknobs, and hand washing facilities.
- Where possible, do not clean floors by sweeping or other methods that can disperse pathogens into the air. Use a vacuum with a HEPA filter wherever possible.
- Require patrons to disinfect individual exercise equipment, mats, and machines before and after use with provided disinfecting wipes. Ensure that lined, non-touch trash receptacles are available throughout the fitness facility to dispose of used wipes.
 - If members are unable or unwilling to wipe/disinfect equipment after exercise, provide "ready to clean" tags for members to place on equipment after use, to ensure equipment is disinfected by staff before the next use.
- Make sure all workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow Cal/OSHA requirements and manufacturer instructions for safe use and required personal protective equipment for cleaning products.
- Workers should have enough ventilation (air flow) in areas where they are disinfecting. If cleaning in a bathroom or other small space, make sure the door and windows are propped open.
- Only allow shower and locker room use if partitions are in place or signs have been posted to specify physical distancing requirements. If partitions or proper distancing are not possible, these facilities should remain closed.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times. Provide additional soap, paper towels, and hand sanitizer when needed. Install hands-free devices, if possible, including motion sensor sinks faucets, soap dispensers, sanitizer dispensers, and paper towel dispensers.
- Doors to multi-stall restrooms should be able to be opened and closed without touching the handles, using opening-devices, or powered door operators with the hand, whenever possible. If the door cannot be opened without touching the handle or door-operator with the hand, place a trash-receptacle by the door to ensure a paper towel can be readily disposed of when operating the door. The location and positioning of waste receptacles should not interfere with egress, evacuation, emergency equipment, or any reasonable accommodations provided under the Americans with Disabilities Act.

- Make sure trash cans are emptied regularly.
- Fitness facility patrons should be instructed that sinks could be an infection source and should avoid placing hairbrushes and other items directly on counter surfaces. Totes could also be used for personal items to limit their contact with other surfaces in the restroom or locker room.
- Clean HVAC intakes and returns daily
- Patrons should be reminded to maintain six feet of distance from janitorial or custodial staff. Implement a process to regularly check in with workers to ensure visitors are following this protocol. Ensure workers are able to share such information without fear of reprisal or retaliation.
- Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.
- Consider implementing a check-out system for patrons to utilize any small equipment and accessories (i.e. exercise bands, ropes, mats, foam rollers, etc.). Develop a process to clean and disinfect these items upon return.
- Follow CDC guidelines to ensure that all water systems are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.
- Wherever possible, install touchless, automatic water dispensers for use with personal, reusable water bottles or single-use, disposable paper cups. Display signage reminding staff and patrons that the bottle or cup should not touch the water dispenser.
 - If a touchless water dispenser is not feasible, remind staff and patrons to wash their hands or use proper hand sanitizer before and after touching the water release button on drinking fountains.
- Customers are encouraged to bring their own water bottles. Encourage patrons to bring their own towels and mats and consider disbanding the provision of any facility-provided towels or personal hygiene products.
- For any towels, cloth wipes, or other laundered items. Provide a closed container where patrons can place used towels or other items. Ensure those items cannot be used again until properly laundered either by a commercial laundering service or an in-house laundering process. Store all clean linens in a clean, covered place. Ensure workers who handle dirty linens or laundry wear gloves.
 - Have a staff member provide the linens or other materials upon request instead of setting up a self-serve area.
- Amenities, including magazines, books, self-serve water stations (unless touchless), and other items for patrons, must be removed from reception areas and elsewhere in the fitness facility. Non-essential vanity items should also be removed from locker rooms to help reduce touch points and guest interactions.
- When choosing cleaning chemicals, employers should use products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions. Use disinfectants labeled to be effective against emerging viral pathogens, diluted household bleach solutions (5 tablespoons per gallon of water), or alcohol solutions with at least 60% alcohol that are appropriate for the surface. Provide employees training on manufacturer's directions and Cal/OSHA requirements for safe use. Workers using cleaners or disinfectants should wear gloves and other protective equipment as required by the product. Follow the asthma-safer cleaning methods recommended by the California Department of Public Health.
- Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in offices and other spaces.
- Public restrooms are sanitized regularly using EPA approved disinfectants and following the manufacturer's instructions for use, on the following schedule:



Every 75 minutes. Cleaning logs located in restrooms.

- Hand sanitizer, tissues and trash cans are available to the public at or near the entrance of the facility.
- Optional - Describe other measures (e.g. providing senior-only hours):
Use of electrostatic disinfectant

D. MEASURES THAT COMMUNICATE TO THE PUBLIC

- A copy of this protocol is posted at all public entrances to the facility.
- Signage at the entry, where customers line up and highly-visible locations that notifies employees and customers of occupancy limits, requirements to maintain social distancing and that face coverings are required at all times, except in pools and showers. Signage should also caution patrons about not overexerting themselves while wearing a face covering and exercising.
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings, limited occupancy, policies in regard to pre-booking, prepayment, and other relevant issues.

E. MEASURES THAT ENSURE EQUITABLE ACCESS TO CRITICAL SERVICES

- Services that are critical to the customers/clients have been prioritized.
- Transactions or services that can be offered remotely have been moved on-line.
- Measures are instituted to assure access to services for customers who have mobility limitations and/or are at high risk in public spaces.
 - Consider implementing special hours designated for high risk or medically vulnerable populations, including seniors with admittance by reservation only

Any additional measures not included above should be listed on separate pages, which the business should attach to this document.

You may contact the following person with any questions or comments about this protocol:

Business Contact Name: Bryan Snodgrass
Phone number: 818-845-8551 ext. 348
Date Last Revised: 7/2/20