LOS ANGELES COUNTY – DEPARTMENT OF PARKS AND RECREATION

# Contract Class Instructor COVID-19 Protocols Fall 2020

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This plan is intended for contract classes operated at Los Angeles County Department of Parks and Recreation facilities. The following operating protocols are required to ensure compliance with COVID-19 guidelines and are based on the public health re-opening protocols for gyms and fitness establishments, combined with parks and recreation facilities. **A copy of the approved re-opening public heath order must be posted at all contract class entrances that will list the Department of Parks and Recreation contact in the event there is a public inquiry or concern (see Attachment D).**

**Guiding Principles to Keep in Mind (CDC, 2020).**
**Readiness Planning Tool**

The more people a participant or contract class instructor interacts with, and the longer that interaction is, the higher the risk of COVID-19 spread. The risk of COVID-19 spread is as follows:

**Lowest Risk**: Small groups of participants interacting together. Participants remain at least six feet apart and do not share objects such as equipment, supplies, pencils, etc.

**More Risk**: Participants mix between groups but remain at least six feet apart and do not share objects.

**Even More Risk**: Participants mix between groups and do not remain spaced apart.

**Highest Risk**: Participants mix between groups and do not remain spaced apart.

**IMPORTANT TERMS**

**Close Contact** for COVID-19. A close contact is defined as any individual who was within six feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated (CDC, 2020).

- You were within six feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

**Quarantine** is used to keep someone *who might have been exposed to COVID-19* away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department (CDC, 2020). This is applied to scenarios where there is a direct close contact indicated in the contact tracing or someone who is presumed positive or is whose COVID-19 tests results are positive.

- Stay home for 14 days after your last contact with a person who has COVID-19
- Watch for fever (100.4◦F),chills, cough, shortness of breath, difficulty breathing or other symptoms of COVID-19

- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19

**Presume Positive** is used when a staff, contract class instructor or participant exhibits all the classic COVID-19 symptoms but has not been tested. A presumed positive case will be handled the same as a positive case.

## RESTRICTIONS

Program Requirements

Participant to staff ratios is 12:1 for parks and recreation, unless otherwise specified by the Public Health Department. Enrollment may not exceed 12 participants at any time. Based on current Public Health protocols, all in-person contract classes must operate outdoors under the current public health order. Only camps designated for youth operated by the County are currently permitted to operate inside County Parks and Recreation facilities, and only with required waivers and an approved operating plan. Otherwise, indoor parks and recreation amenities remain closed to the general public based on current public health orders.

High contact classes that require close contact less than six feet in distance are suspended until further notice.

Personal training is permitted; however, class instructors must maintain six feet distance from the participant at all times.

Only outdoor restrooms are available for use by instructors and class participants.

Class instructors and participants must wear a facial covering at all times. Patrons must wear a face covering and should be cautioned to only exercises to the extent they can breathe comfortably while wearing a face covering over both their nose and mouth at all times.

Participants must remain in their assigned class, and there can be no interaction between other class participants. All participants must remain six feet apart to prevent groups and other classes from mixing. Parents/guardians of minor participants may not attend classes with their child (ren).

Outdoor facilities for each group must be pre-designated and identify specific amenities that will be accessed by each class that allow for six feet physical distancing between partipcants and contract class instructors at all times. For outdoor activities, the areas must be designated with cones/tents or other delineators and must be separated from general park users.

Contract class instructors must be trained and prepared to lead groups of 12 or less. Instructors must always remain with their class at all times. Non-essential visitors and volunteers must be restricted.

Parks and recreation staff will have outdoor classroom setup (i.e.., sign-in table (hand sanitizer, disinfectant, paper towels, gloves and touchless thermometer w/batteries, required signage, tables and chairs spaced six feet apart) 15-minutes before the start of class. Class instructors are advised to arrive 15-minutes before the start of class to address any setup issues and to complete their temperature check.

Outdoor classroom entrance and exits to programs and activities must be clearly marked with routes for moving groups between amenities pre-established. Locate and clearly mark hand-sanitizer pumps at all entrances.

Table, chair, floor seating and other activity arrangements should be clearly marked and spaced six feet apart for physical distancing and arrange to reduce face-to-face contact.

An area(s) must be identified, and signage posted in the event a program participation or staff person becomes ill or exhibits COVID-19 symptoms. At a minimum the following signage must be posted at the entrance of the outdoor contract class on a large poster board that includes:

- COVID-19 information
- Handwashing
- Cough etiquette
- Symptoms associated with COVID-19
- Stop the spread of germs
- Physical distancing
- Public Health Re-Opening Order w/Department Contact

Each contract class grouping will remain in separate outdoor areas, and rotation of areas can only be performed if the area is cleaned, sanitized and disinfected prior to a new program group using. Contract class instructors are required to assist staff with sanitizing tables and chairs after usage, if applicable. Contract classes groupings should maintain a minimum of 20 feet between groups.

The Department of Parks and Recreation, reserve the right to remove a participant from the program, with no refund, if applicable, if the participants behavior becomes disruptive or inhibits the ability for other participants to adhere to preventive measures related to COVID-19 as outlined in the registration materials. Parents/guardian's must agree to help with all behavior management protocols so participants and others can safety participate in recreation programs, but may not attend classes with their minor.

Registration Guidelines & Sign-In/Out Guidelines

All registration is handled online, including participant refunds.

The Department of Parks and Recreation reserve the right to remove a participant

from the program, with a pro-rated refund, if applicable, if the participant becomes ill during the contract class program session or is unable to adhere to the COVID-19 protocols.

A Coronavirus/COVID-19 Acknowledgement, Program Participant Guidelines and COVID-19 Questionnaire is to be signed by the Contract Class participant each class session and can be found on the ActiveNet registration site. Participants may not take part in a contract class activity if these forms are not signed at the time of online registration. ***Parks and Recreation staff will review these protocols with in-person class participants on the first day during the first 5 minutes of class.***

Participant Check-in & Out Requirements

Sign-in/out table will occur outdoors with a barrier used to provide six feet of separation. Six feet of physical distancing must be maintained while waiting for their temperature check and parent/guardian or participate sign-in. Parks and Recreation staff may momentarily come closer to a contract class instructor or participant when taking temperature checks, or as otherwise necessary. All participants are required to be signed-in for each class. Participants should bring their own pen/pencil to sign-in, however, one may be provided. Disinfectant spray and paper towels must be located at the sign-in/out table, along with hand sanitizer.

*Registration Table Supplies & Resources:* Clipboard with ActiveNet attendance sheet that includes parent/guardian contact (staff use only), student sign-in/out sheets, hand sanitizer, (2) touchless thermometers and battery backup, face shield (optional use for staff taking temperature checks), disinfect and paper towels, message forms, blank COVID-19 forms, and copy of weekly block schedule. Parents/guardians are required to provide their own pens/pencils; however, one will be provided if necessary.

*Participants must be signed-in and out daily by parent/guardian*. Photo identification will be required upon pick-up for minors. Minors will only be released to authorized adults listed on the registration form. Parents/guardians must wear facemasks and six feet practice physical distancing when dropping-off and picking-up their participant(s). *Since parents/guardians will not be permitted to enter the program area, they are not required to participate in a temperature check.*

Parks and recreation staff will provide visible signage that must be displayed at all entrance points to advise participants that they should: avoid entering the class space if they have a cough or fever; wear facial coverings; maintain a minimum of six feet distance from one another; and not engage in any unnecessary physical contact.

Class instructors and participants must consent to touchless thermometer temperature check before they can enter the program daily and apply hand sanitizer before they enter contract class area. Temperature checks will be administered by parks and recreation staff who will first check the temperature of instructors upon arrival.

Touchless Thermometer Checks

A non-contact (temporal) thermometer must be available for health screening. A backup thermometer must be maintained at each site along with two sets of batteries.

Staff conducting the health screening must wear disposable non-latex gloves. The same gloves may be used to conduct all health-screening checks provided this task is uninterrupted as long as no other surfaces were touched for the duration of the health-screening process.

The temperature check will be administered by trained staff. Please allow ample time to sign-in, and time for the program participant's COVID-19 temperature check. A touchless thermometer temperature check will take place before the participant can enter the program and will be conducted by trained staff. This guideline recognizes that temperatures can rise quickly if the instructor or participant was running or walking briskly to the program, wearing a hat, or drinking a hot drink. A 10-minute grace period to recheck temperatures will be provided; however, the parent/guardian must remain with the participants 18 years and younger in the event they are sent home. If after the second test, they still test 100.4°F or higher, the instructor/participant will need to leave the area immediately for the remainder of the class, which will be cancelled for the day. Instructors have the option of making up classes, however, if partipcants are unable to attend the make-up class, they will be refunded in accordance with the Department's policy. Staff must also disinfect all surfaces and areas that the dismissed instructor/participant may have touched. Participants with temperatures of 100.4 degrees or more may not attend classes until they are symptom free for 72-hours. Staff will not record temperatures per HIPPA concerns.

Policies and Practices to Protect Contract Class Instructors/Participants Health

All contract class instructors/class participants have been informed not to come to any parks if sick, or if they are exposed to a person who has COVID-19. Class Instructors/Participants understand to follow Department of Public Health (DPH) guidance for self-isolation and quarantine, if applicable.

Upon being informed that one or more participants test positive for, or has symptoms consistent with COVID-19 (case), the contract class instructor must immeidately notify their Park Supervisor and Contract Class Coordinator. The Department has a portocol in that it must adhere to.

# ATTACHMENTS

# ATTACHMENT A

# Coronavirus/COVID-19 Acknowledgement

**Attachment A**

COUNTY OF LOS ANGELES - DEPARTMENT OF PARKS AND RECREATION

Assumption of Risk and Waiver of Liability Relating to Coronavirus/COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization.COVID-19 is extremely contagious and is believed to be spread mainly from person-to-person contact. As a result, federal, state, and local governments and federal and state health agencies recommend social distancing and have, in many locations, prohibited the congregation of groups of people.

The County of Los Angeles - Department of Parks & Recreation (LAC-DPR) has put in place preventative measures to reduce the spread of COVID-19; however, the LAC-DPR cannot guarantee that you or your child(ren) will not become infected with COVID-19. Further, attending LAC-DPR programming could increase your risk and your child(ren)'s risk of contracting COVID-19.

By signing this agreement, I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I or my child participant may be exposed to or infected by COVID-19 by attending LAC-DPR programming and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I understand that the risk of becoming exposed to or infected by COVID-19 at LAC-DPR programming may result from actions, omissions, or negligence of myself and others, including, but not limited to, LAC-DPR employees, volunteers, and program participants and their families.

I voluntarily agree to assume all of the foregoing risks and accept sole responsibility for any injury to myself or my child participant, including, but not limited to, personal injury, disability, and death, illness, damage, loss, claim, liability, or expense, of any kind, that I or my child participant may experience or incur in connection with my child(ren)'s attendance or participation in LAC-DPR programming ("Claims"). On my behalf, and on behalf of my child participant, I hereby release, covenant not to sue, discharge, and hold harmless the LAC-DPR, its employees, agents and the representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of and related thereto. I understand and agree that this release includes any Claims based on actions, omissions, or negligence of the LAC-DPR, its employees, agents, and representatives, whether a COVID-19 infection occurs before, during, or after participation in any LAC-DPR program.

Signature of Participant (or Parent/Guardian if participant is a minor) Date

Print Name of Participant (or Parent/Guardian if participant is a minor) Date

# ATTACHMENT B

# Program Participant Guidelines

# Recreation Program
## Program Participant Guidelines

**Attachment B**

The Los Angeles County Department of Parks and Recreation (LA County Parks) is pleased to offer an array of programs for persons of all ages at our parks. Our primary objective is to offer safe park spaces for our park goers to enjoy. However, this year, our programs will look different. To ensure a safe experience for our program participants and staff, there are a series of temporary guidelines provided to us by the Department of Public Health to which we must adhere. Each participant and/or their participant's parent/guardian is required to acknowledge they are aware of these guidelines in order to participate. It is imperative that we all work together in adhering to these guidelines until further notice.

1. All contract class programs may only be offered outdoors.

2. Instructors and participants must maintain six feet physical distancing, wear facemasks and participate in a temperature check before each in-person class. Please allow ample time for COVID-19 temperature checks.

3. Parents/Guardians and any participant guests will be restricted from entering the programming space to reduce contact with other participants.

4. Participants are prohibited from sharing any materials
5. Participants are required to conduct an informal health screening for COVID-19 symptoms before attending class. COVID-19 symptoms include fever, cough, shortness of breath, sore throat, chills, muscle pain, headache, vomiting and diarrhea. Any participant displaying these symptoms should not attend. If a participant becomes ill during their participation in a contract class, they will be asked to return home.

6. Please inform staff if anyone in your household is showing cold/flu like symptoms.

7. All registration must be handled online before the stated registration deadline on ActiveNet.

8. The facility is NOT responsible for lost or stolen articles.

9. For COVID-19 information and resources, please refer to the Los Angeles County Department of Public Health website at http://publichealth.lacounty.gov/media/coronavirus.

Signature:_____

Date: _____

# ATTACHMENT C

# COVID-19 Questionnaire

**COUNTY OF LOS ANGELES – DEPARTMENT OF PARKS & RECREATION**
**COVID-19 QUESTIONNAIRE**

**Attachment C**

In accordance with the Los Angeles County's Department of Public Health Guidelines, all program participants are required to answer the following questionnaire at the time of registration.

To limit the spread of COVID-19 and reduce the risk of exposure to other program participants and our staff, your completion of this questionnaire is required. Thank you for taking the time to adhere to this temporary procedure.

Participant Name: _____ Phone Number: (___)_____

| | | |
|---|---|---|
| 1. Has the program participant, or anyone in your household, been in contact with a person that has tested positive for COVID-19? | YES ☐ | NO ☐ |
| 2. Has the program participant, or anyone in your household, traveled to anywhere outside the United States within the last two (2) weeks? | YES ☐ | NO ☐ |
| 3. Has the program participant had (in the past 72 hours) fever of 100.4 or higher, sore throat, body aches, trouble breathing, cough, or other flu like symptoms? | YES ☐ | NO ☐ |

If the answer is "yes" to any of the questions, the program participant will not be permitted to the contract class until they have received medical clearance from a doctor. If the answer is "no" when you sign this questionnaire but any of your answers change, the program participant will be required to notify the Department of Parks & Recreation of those changes immediately.

SIGNATURE DATE

# ATTACHMENT D

# Reopening Protocol for Gyms and Fitness Establishments Appendix L

# Reopening Protocol for Gyms and Fitness Establishments: Appendix L

Effective as of Friday, June 12, 2020

**Recent updates:** (Changes highlighted in yellow)

8/11/20: Face covering are not required while engaged in outdoor activities requiring heavy exertion, but at least 8 feet of distance from others are required during these activities. Clarification also added to worker's compensation benefits.

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 conditions imposed on these specific 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.

Note that until further notice all gym and fitness establishment operations must be conducted outdoors. Outdoor operations may be conducted under a canopy, or other sun shelter but only as long as the sides are not closed and there is sufficient outdoor air movement. Outdoor pools may remain open. Be reminded that all employees and patrons must wear a face covering at all times except for outdoor activities requiring heavy exertion. These activities will require at least 8 feet of distancing from others.

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:** _____

**Facility Address:** _____

**Maximum Occupancy, per Fire Code:** _____

**Approximate total square footage of space open to the public:** _____

## 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 exposures occurring between March 19 and July 5 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.
- ❑ Employee screenings are conducted before employees may enter the workspace. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills and if the employee has had contact with a person known to be infected COVID-19 in the last 14 days. These checks can be done remotely or in person upon the employees' arrival. A temperature check should also 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.

- ❑ Employees who have contact with others are offered, at no cost, an appropriate face covering that covers the nose and mouth. 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 who have been instructed by their medical provider that they should not wear a face covering should wear a face shield with a drape on the bottom edge, to be in compliance with State directives, as long as their condition permits it. A drape that is form fitting under the chin is preferred. Masks with one-way valves should not be used. Employees need not wear a face covering when the employee is alone in a private office or a cubicle with a solid partition that exceeds the height of the employee when standing.
- ❑ Employees are instructed to wash or replace 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:
  - ○ Break rooms _____
  - ○ Restrooms _____
  - ○ Other _____
- ❑ 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):

  _____
- ❑ Hand sanitizer effective against COVID-19 is available to all employees at the following location(s):

  _____
- ❑ 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:

## B. MEASURES TO ENSURE PHYSICAL DISTANCING

- ❑ All gym and fitness establishment operations that are offered to the public are conducted outdoors. Outdoor operations may be conducted under a canopy, or other sun shelter, provided that the sides of the canopy or sun shelter are not closed and there is sufficient outdoor air movement within the space. Occupancy of outdoor spaces is limited to 50% or such a level that enables all employees and patrons to maintain at least a 6 foot physical distance at all times.
    - Employees may continue to access indoor areas of the gym/fitness establishment to use the restroom or take breaks, to conduct essential office operations and to move supplies and materials in and out of the building each day. Patrons may not enter the gym/fitness establishment at any time or for any reason.
- ❑ If possible, implement a reservation system for patrons to reserve time in the outdoor fitness space so the facility can manage occupancy. 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 outside the facility and consider having a staff person at the entrance of the outdoor fitness space to help maintain occupancy levels.
- ❑ All patrons are required to wear cloth face coverings while they are at the outdoor fitness space. The only exception is when patrons may be swimming in an outdoor pool or when they are taking part in activities that require heavy exertion (These exertion activities will require a minimum of 8 feet of distancing from others). This applies to all adults and to children 2 years of age and older. Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.
- ❑ Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be at the outdoor facility. Patrons waiting for their reservation time should wait in their cars.
- ❑ Group training classes such as aerobics, yoga and dance must take place outdoors and should be modified to limit the size of the class to ensure a minimum of six feet of physical distance between patrons.
    - 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.
- ❑ Outdoor 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 moved outdoors if it can be safely used outdoors, and 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 outdoor fitness space with visual cues and signs.
- ❑ Space all equipment and machines outdoors and at least six feet apart or take 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 outdoor gym space. Employees may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- ❑ 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 and may continue to operate only if they are located outdoors.

## C. MEASURES FOR INFECTION CONTROL

- ❑ The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased. 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.
- ❑ Symptom checks are conducted before patrons may enter the facility. Checks must include a check-in concerning cough, shortness of breath, difficulty breathing and fever or chills. These checks can be done in person or through alternative methods such as on-line check in systems or through signage posted at the entrance to the facility stating that visitors with these symptoms should not enter the premises.
- ❑ Contactless payment and check-in systems are in place or, if not feasible, systems are sanitized regularly. Describe:

_____

- ❑ Perform thorough cleaning throughout the day in high traffic areas in the gym or fitness establishment building that may be used by employees, such as 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, doorknobs, and hand washing facilities.
- ❑ 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.
- ❑ Sanitary facilities are available for employee use only. 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.
- ❑ Make sure trash cans are emptied regularly.
- ❑ 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.
- ❑ 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 all areas.
- ❑ 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 closed.
- ❑ Hand sanitizer, tissues and trash cans are available to the public in the outdoor gym/fitness establishment space. Consider setting up at least one handwashing station that is available to employees and patrons in the outdoor space.
- ❑ Optional - Describe other measures (e.g. providing senior-only hours):

_____

## 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 patrons of occupancy limits, the prohibition on entering the facility, requirements to maintain social distancing and that face coverings are required at all times, except in pools. 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, outdoor operations, 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:** _____

**Phone number:** _____

**Date Last Revised:** _____

# ACKNOWLEDGEMENT FORM

## By signing below, I am acknowledging that I have received and read the

## Contract Class Instructor
## COVID-19 Protocols
## Fall 2020

**Print Last Name _____ Print First Name _____**

**Signature _____ Date _____**