

Gym and Fitness Facilities Protocols - Appendix M

Recent updates on 7/16/20:

- 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
- Patrons must wear a cloth face covering at all times. Recommendations for HVAC systems have been updated in the infection control section of the document.
- Gyms and fitness establishments may only be open if their operations are moved outdoors. No indoor facilities may be open to the public until further notice.

This protocol is to be completed by fitness facilities. The requirements below apply to all fitness facilities. In addition to the conditions imposed on the fitness sectors by the State Health Officer, businesses must also be in compliance with the conditions laid out in this Gym and Fitness Facilities Protocols. This protocol must be implemented and posted prior to a gym or fitness facility operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at www.longbeach.gov/covid19 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

All businesses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Business Name:	
Facility Address:	

**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.
- Work processes are reconfigured to the extent possible to increase opportunities for employees to work from home. Consider offering workers, docents, interns, and volunteer staff who request modified duties options that minimize their contact with customers and other employees (e.g., managing inventory rather than working as a cashier or managing administrative needs through telework).

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- Alternate, staggered or shift schedules have been instituted to maximize physical distancing.
- All employees (including paid staff, docents, interns and volunteers; referred to collectively as "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 the Long Beach Health Officer Orders 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.
- 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 Long Beach Department Health and Human Services 562-570-INFO.
- All employees have been informed not to come to work if sick and to follow Long Beach Health Officer guidance for self-isolation, when applicable. Workplace leave policies have been reviewed and modified to ensure that employees are not penalized when they stay home due to illness.
- Symptom checks are conducted before employees may enter the workspace. Checks must include a verbal check-in concerning cough, shortness of breath or fever and any other symptoms the employee may be experiencing. A temperature check should also be done if feasible.
- 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 always to be worn by the employee during the work day, when in contact, or likely to come into contact with others. Employees do not need to wear a cloth face covering when the employee is alone in a private office or a walled cubicle. Additional face coverings must be provided as needed.
- 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:
 - Break rooms _____
 - Restrooms _____
 - Other _____
- Breaks are staggered to ensure that six (6) feet between employees can be maintained in

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designated break rooms/ break areas at all times.

- Employees are prohibited from eating or drinking anywhere inside the workplace other than designated break rooms/ break areas.
- All workers have been trained to use and have an adequate supply of all-purpose cleaners and disinfectants, when needed. Follow the complete CDC guidelines for cleaning and disinfection. Follow Cal/OSHA requirements and manufacturer instructions for safe use and required personal protective equipment for cleaning products
- 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 required and permitted adequate time to wash or sanitize their hands upon arrival at work, after touching their face covering, after using the restroom, when leaving work and every 30 minutes or as needed if gloves are provided.
- A copy of this protocol has been distributed and training has been provided to each employee.
- 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.

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 only enter the gym/fitness establishment to access outdoor fitness areas located within the gym/fitness establishment..
- If possible, implement a reservation system for the facility. Contact patrons with reservations via app, email, text or phone 24 hours before their arrival to confirm their reservation and ask if they or someone in their household is exhibiting any COVID-19 symptoms. Patrons with symptoms may not utilize the fitness facility.
- Remind patrons in advance to bring a face covering and make them available to anyone who arrives without one. Customers may be asked to leave if they are unwilling to wear a face covering or maintain physical distance.
- All patrons are required to wear cloth face coverings the entire time they are at the outdoor fitness space. The only exception is when patrons may be swimming in an outdoor 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.)
- Provide adequate security or staffing to implement any necessary crowd control and to maintain physical distancing.
- Tape or other markings identify both a starting place for patrons arriving for workouts at 6-foot intervals for subsequent patrons.
- Employee workstations are separated by at least 6 feet and the common areas are configured to limit employee gatherings to ensure physical distancing of at least 6 feet.

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- Gym occupancy is limited to 50% or less. Only those patrons that are actually exercising should be inside the outdoor facility. Patrons waiting for their reservation time should wait in their cars.
- Modifying 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 or physical contact between patrons should be suspended. This would include activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.
- 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.

C. MEASURES TO ENSURE INFECTION CONTROL

- The HVAC system is in good, working order; to the maximum extent possible, ventilation has been increased and intakes and returns are cleaned daily.
- Ensure sufficient staffing to properly clean the facility.
- Contactless check-ins are in place or, if not feasible, check-in areas are sanitized regularly.
Describe: _____

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- Develop a detailed schedule and adjust or modify operating hours to provide adequate time for regular, thorough cleaning and disinfecting throughout the day.
- Perform thorough cleaning in high traffic areas such as reception and lobby areas, changing rooms, stairways, escalators, handrails and elevator controls.
- Frequently disinfect high touch areas such as exercise machines, equipment, countertops, doorknobs, vending machines, and handwashing facilities throughout the day during business hours using EPA approved disinfectants approved for use against COVID-19.
- Provide hand sanitizer and sanitizing wipes at equipment entrances and exits, exercise machines, fitness rooms, changing rooms, and locker rooms. Provide touchless trash cans.
- Require patrons to disinfect equipment before and after use.
- Provide a "ready to clean" tag to place on the equipment for patrons that are unwilling or unable to disinfect equipment. Ensure staff disinfects the equipment prior to next use.
- Group classes may be held if physical distancing is possible. See Measures to Ensure Physical Distancing above.
- High contact programs that require close contact less than six feet in distance must be suspended. This includes activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.
- Encourage patrons to bring their own towels and mats.
- When possible, install hands-free devices such as soap and towel dispensers.
- Customer restroom is disinfected regularly.
- 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
- Fitness facilities with pool(s) must complete and comply with the Public Swimming Pools Protocols (Appendix K).
- Spas, saunas and steam rooms are to remain closed.
- Child care services and playgrounds are to remain closed.
- 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.

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 and/or where customers line up notifies customers of occupancy limits, requirements to maintain social distancing and that face coverings are required to enter.
- Fitness facilities must take reasonable measures, including posting signage at all entrances and in strategic and highly-visible locations, to remind employees and the public that they should practice physical distancing and that the use of face coverings is highly recommended
- Online outlets of the establishment (website, social media, etc.) provide clear information about store hours, required use of face coverings in certain areas of the facility, limited occupancy, policies in regard to pre-booking, prepayment, and other relevant issues.

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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

F. MEASURES TO ENSURE SAFETY AND ADDITIONAL RESOURCES

- City of Long Beach Swimming Pools Protocol
- California Department of Public Health and Cal/OSHA [Fitness Facilities Guidance](#)
- Centers for Disease Control Public Pools, Hot Tubs, and Water Playgrounds During COVID-19

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:

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