COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR GYMS AND FITNESS CENTERS

This checklist is adapted from the State’s issued guidelines for this sector and is supplemental to the Guidance for Gyms and Fitness Centers. The checklist is a summary and contains shorthand for some parts of the guidance. Businesses should be familiar with the guidance before completing this checklist.

CONTENTS OF WRITTEN WORKSITE SPECIFIC PLAN

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent the spread of the virus.
- Training and communication with employees and employee representatives on the plan.
- A process to check for compliance and to document and correct deficiencies.
- A process to investigate COVID-cases, alert the local health department, and identify and isolate workplace contacts of infected employees until they are tested.
- A process to identify close contacts (within six feet for 15 minutes or more) of an infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts.

TOPICS FOR EMPLOYEE TRAINING

- Information on COVID-19, preventing spread, and who is especially vulnerable.
- Self-screening at home, including temperature and/or symptom checks using CDC guidelines.
- Importance of not coming into work if employees have symptoms and to seek medical attention if they become worse.
- Enhanced sanitation practices and physical distancing guidelines.
- Proper use and washing of face coverings.
- Importance of physical distancing both at work and off work time.
- Ensure proper training of temporary or contract workers at the facility in COVID-19 prevention policies.
- Information related to leave benefits and workers’ compensation.

INDIVIDUAL CONTROL MEASURES AND SCREENING

- Provide temperature and/or symptom screenings for all workers at the beginning of their shift and any vendors, contractors, or other workers entering the establishment.
- Provide and ensure workers use all required protective equipment.
- Consider where disposable glove use may supplement frequent handwashing.
- Face coverings should be available and worn in vicinity of others.
- Employees should wash hands on arrival at work, after working with each fitness facility member, after touching their face covering, after using the restroom, and when leaving work.
- If possible, implement a reservation system for the facility.
Patrons should be screened upon arrival and asked to use hand sanitizer and to wear a face
cover.
Remind patrons in advance to bring a face covering and make them available to anyone who
arrives without one.
Appropriate signage should be prominently displayed at all entrances and throughout the
property.

CLEANING AND DISINFECTING PROTOCOLS

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Establish cleaning and disinfecting protocols for the fitness facility, including reception areas,
locker rooms, restrooms, changing areas, and showers and update the cleaning protocols where
necessary.
- Equip entrances and exits, exercise machines, fitness rooms, changing rooms and locker rooms,
and other areas with proper sanitation products, including hand sanitizer and sanitizing wipes,
and provide personal hand sanitizers to staff who regularly engage with patrons (e.g., reception
staff).
- Require patrons to disinfect individual exercise equipment, mats, and machines before and after
use with provided disinfecting 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.
- Implement 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.
- Install touchless, automatic water dispensers for use with personal, reusable water bottles or
single-use, disposable paper cups.
- 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 that are used at the facility, follow CDC
guidelines for those items. Provide a closed container where patrons can place used towels or
other items.
- Remove amenities, including magazines, books, self-serve water stations (unless touchless), and
other items for patrons from reception areas and elsewhere in the fitness facility.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR GYMS AND FITNESS CENTERS

- Staff and patrons should avoid shaking hands, bumping fists or elbows, and other physical contact.
- Choose cleaning chemicals, approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions.
- Consider upgrades to improve air filtration and ventilation.
- Place signage throughout the fitness facility emphasizing basic infection prevention measures, including the importance of wearing face coverings and frequent hand-washing.

Physical Distancing Guidelines

- Implement measures to ensure physical distancing of at least six feet between and among employees and patrons.
- Space equipment at least six feet apart, with greater distancing for treadmills and other high-exertion aerobic fitness equipment.
- Equip the front desk area with Plexiglas or other impermeable barriers, if feasible, to minimize the interaction between reception staff and patrons.
- Consider suspending non-core activities, including retail operations, spa services, childcare, family programming, and food service. If fitness facilities operate such amenities, they should review the related guidance for these services on the COVID-19 Resilience Roadmap website.
- Consider implementing special hours designated for high risk or medically-vulnerable populations, including seniors with admittance by reservation only.
- Evaluate maximum occupancy rules based on the size of the facility to develop a capacity plan that supports physical distancing and limits the number of patrons allowed in the facility at a given time to a number permitting such distancing.
- High contact programs that require close contact less than six feet in distance should be suspended.
- Adjust in-person meetings for staff, if they are necessary, to ensure physical distancing and use virtual options or smaller meetings at facilities to maintain physical distancing guidelines.
- Consider offering workers who request modified duties options that minimize their contact with patrons and other employees (e.g., managing administrative needs through telework).
- Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing protocols.
- Close breakrooms, use barriers, or increase distance between tables/chairs to separate workers and discourage congregating during breaks.
Additional Guidelines for Communal Restrooms and Shower Facilities

- A process to ensure that locker rooms and shower facilities can be cleaned and disinfected regularly throughout the day.
- Shared restroom facilities and locker rooms should be cleaned regularly throughout the day using EPA-registered disinfectants.
- High-touch surfaces such as faucets, toilets, doorknobs, and light switches must be frequently cleaned and disinfected.
- Create and post a cleaning schedule for the restroom facilities and locker rooms.
- Only allow shower and locker room use if partitions are in place or signs have been posted to specify physical distancing requirements.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times.
- 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.
- 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.
- Provide information on how to wash hands properly, including hanging signs in restrooms.

Additional Guidelines for Swimming Pools and Aquatic Venues

- A process for enhanced cleaning and disinfecting of swimming pools and splash pads for visitor use, according to CDC guidelines.
- Saunas, steam rooms, and hot tubs remain closed.
- Maintain proper disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).
- Consult with the company or engineer that designed the aquatic venue to decide which List N disinfectants approved by the EPA are best for the aquatic venue.
- Set up a system so that furniture and equipment (e.g., lounge chairs) that needs to be cleaned and disinfected is kept separate from furniture that has already been cleaned and disinfected.
- Launder towels and clothing according to the manufacturer’s instructions.
- Discourage people from sharing items, particularly those that are difficult to clean and disinfect or those that are meant to come in contact with the face (e.g., goggles, nose clips, and snorkels).
- Ensure that the facility has adequate equipment for guests, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use.
- For indoor aquatic venues, introduce and circulate outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing requirements.
COVID-19 INDUSTRY GUIDELINE CHECKLIST FOR GYMS AND FITNESS CENTERS

- Provide physical cues or guides (e.g., lane lines in the water or chairs and tables on the deck) and visual cues (e.g., tape on the decks, floors, or sidewalks) and signs to ensure that staff, visitors, and swimmers stay at least six feet apart from one another, both in and out of the water.
- Install impermeable physical barriers such as Plexiglas where staff and patrons must interact and physical distancing is difficult.
- Implement reservations for pool use or other mechanisms to support at least six feet of physical distancing.
- Ensure that lifeguards are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- Aquatic venues should avoid activities that promote group gatherings.

Additional Guidelines for Food Service (Juice Bars, Snack Bars and Concessions) and Retail

- Food service operations, including juice bars, snack bars, and other concessions must be run in accordance with current orders and guidelines for such establishments available on the COVID-19 Resilience Roadmap website.
- All self-service food stations should be closed.
- Where possible, patrons should order food items online or over the phone and food should be available for pick-up.
- Snack bars and concessionaires should sell pre-packed and individually wrapped food wherever possible.
- Encourage the use of credit cards or accept payment over the phone, if possible, for food and retail items.