

PUBLIC HEALTH REOPENING PROTOCOL FITNESS FACILITIES

Recent Updates: (Changes are highlighted in yellow)

7/1/2020: To align with [state requirement](#) for face covering use.

7/23/2020:

- **Gyms and fitness establishments may only be open if their operations are moved outdoors. At this time, indoor operations for fitness facilities are prohibited to align with [state requirement](#).**
- Additional information provided regarding employee and visitor face coverings, and update to employee illness protocol based on new CDC criteria.

PROTECTING PATRONS AND STAFF FROM COVID-19

In the midst of the COVID-19 pandemic, fitness facilities must take steps to reduce the risk of an outbreak occurring among patrons and staff. Depending on the situation, public notification of an exposure to COVID-19 may be required. Ensure staff are enrolled in health insurance and have an established relationship with a primary care doctor prior to reopening. Staff can call 211 for information on health insurance and primary care physicians.

- **Fitness facilities are required to make an immediate report to the Pasadena Public Health Department any time a patron or staff member with COVID-19 (confirmed by a lab test or physician diagnosis) was at the fitness facility while sick or up to 48 hours before showing symptoms.** Fitness facility operators must call (626) 744-6089 or email nursing@cityofpasadena.net and provide all information requested by the Health Department. The operator is expected to provide or ensure testing for all staff that have had a possible exposure and must follow the US Centers for Disease Control and Prevention (CDC) [guidance](#) for cleaning and disinfecting the facility. Testing resources can be found through the staff member's physician, and also at <https://www.cityofpasadena.net/covid-19/> and <https://covid19.lacounty.gov/>.
- **Educate staff to contact their supervisor if a staff member or patron is feeling sick.** The supervisor should send the ill staff member or patron home immediately, taking care to maintain that person's privacy and observing physical distancing. If the person cannot leave the premises right away, utilize a safe, designated space for isolation (6 feet or more away from others). If the illness is work-related, the employer should facilitate appropriate care for the staff member, the worker's compensation process, leave time, and California Occupational Safety and Health Administration (OSHA) record keeping.
- **Work with the Pasadena Public Health Department to investigate any COVID-19 illness.** Prepare patron and personnel records, facility floor plans, and shift/attendance logs to provide information as quickly as possible to the Health Department, including accurate contact information (phone, address, email) of all patrons and staff who were in contact with the

infectious person within 6 feet for 15 minutes or more. Implement measures recommended by the Health Department.

Key Practices



COVER YOUR COUGH WITH YOUR ELBOW OR TISSUE (THEN DISPOSE AND WASH YOUR HANDS)



STAY HOME IF YOU ARE SICK



PRACTICE PHYSICAL DISTANCING OF 6 FEET OR MORE



WASH YOUR HANDS WITH SOAP AND WATER FOR 20 SECONDS, FREQUENTLY



COVER NOSE AND MOUTH WITH CLEAN FACE COVERING



PERFORM DAILY HEALTH SCREENINGS

Steps to Reopen

- ✓ Complete and implement the Public Health Reopening Protocol Checklist.
- ✓ Provide a copy of the Public Health Reopening Protocol to each staff member and conduct education.
- ✓ Post a copy of Public Health Reopening Protocol in a conspicuous location that is visible to staff and patrons and post to your website.

Helpful Contact Information

- If you have questions, or if you observe a violation, you can request information or submit a complaint through the Citizen Service Center. Call 626-744-7311 or visit <https://www.cityofpasadena.net/CSC>.
- Additional resources, including a printable COVID-19 Business Toolkit Signage, is available at <https://www.cityofpasadena.net/covid-19/#info-for-businesses>.

PUBLIC HEALTH REOPENING PROTOCOL CHECKLIST FITNESS FACILITIES

REDUCING RISK OF COVID-19 TRANSMISSION

Fitness facilities must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is inapplicable. All policies described in this checklist, other than those related to terms of employment, are applicable to staff of delivery and other third party companies who may be on the premises.

Designate one individual to be in charge of planning and implementation of all items. Submission of Protocols to a City Department is not required unless explicitly requested.

PERSON RESPONSIBLE FOR IMPLEMENTING PROTOCOLS	
Establishment Name:	
<input style="width: 100%; height: 20px;" type="text"/>	
Person in Charge:	
<input style="width: 100%; height: 20px;" type="text"/>	
Title:	
<input style="width: 100%; height: 20px;" type="text"/>	
Phone Number:	Date:
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ADDITIONAL PROTOCOLS IN ORDER TO REOPEN (if applicable)

Additional protocols relevant to operations must also be followed:
<https://www.cityofpasadena.net/covid-19/#guidance-faq-protocols>

- Retail – Public Health Reopening Protocol
- Office Workspace – Public Health Reopening Protocol
- Public Pools – Public Health Reopening Protocol

MEASURES THAT ENSURE EQUITABLE ACCESS TO SERVICES

- Services that are critical to patrons have been prioritized.
- Transactions or services that can be offered remotely have been moved online.
- Measures are instituted to assure access to services for patrons 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.

EXTERNAL COMMUNICATION

- Post signage reminding patrons to maintain a distance of at least six feet or more apart at all times. If helpful, post diagrams or maps of how people should flow through the site.
- Post signage instructing staff and patrons to wear a face covering at all times, and to remain at home if experiencing any symptoms including fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or smell, congestion or runny nose, nausea, vomiting, or diarrhea. Consult the CDC website for the most current list of COVID-19 [symptoms](#).
- Communicate the fitness facility's new protocols by posting information on your website and social media pages, including physical distancing measures, use of smaller, consistent groups of patrons, and the use of face coverings.
- Post a copy of this Protocol in a conspicuous location that is easily visible to staff, patrons, and the public.

INTERNAL COMMUNICATION, TRAINING AND RECORDS

- Provide copies of the Protocol to all staff.
- Provide training to staff on all sections of the public health protocols including:
 - Information on [COVID-19](#).
 - How to identify [symptoms](#) of COVID-19 and how to self-screen and conduct symptom checks.
 - The importance of not coming to work if staff are experiencing symptoms of COVID-19, or if someone they live with has been diagnosed with COVID-19.
 - Proper use and care of face coverings ([Face Covering FAQs](#)).
 - Physical distancing measures, sanitization, and handwashing.
 - Proper safety protocols for use of disinfecting solutions.
 - Information on employer or government sponsored leave benefits the staff member may be entitled to receive that would provide financial support to stay at home while ill. Provide information on government programs supporting sick leave and workers' compensation for COVID-19, including staff member's sick leave rights under the Families First Coronavirus Response Act, the staff member'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.
- Maintain records of each staff member's schedule and work area or assignment.
- Maintain records of all patrons' activities and group assignments.
- Consider posting signs for the national distress hotline: 1-800-985-5990, or text TalkWithUs to 66746.

PROTECTION OF STAFF AND PATRON HEALTH

Staff Health Screening

- Conduct daily symptom checks (fever of 100°F or above, cough, shortness of breath or difficulty breathing, fatigue, sore throat, chills, headache, muscle or body aches, a new loss of taste or

smell, congestion or runny nose, nausea, vomiting, or diarrhea) before or upon arrival. Consult the CDC website for the most current list of COVID-19 [symptoms](#).

- Send staff home immediately if they arrive sick or become sick during the day. Encourage sick staff to contact their medical provider. Staff who need information on health insurance or providers can call 211.
- Notify all staff that they are not to come to work if sick or if they are exposed to a person who has COVID-19. The local Health Officer Order requires everyone to self-isolate when sick with COVID-19 and self-quarantine for 14 days from last contact with someone with COVID-19. Quarantine must be maintained for 14 days, even if test results are negative (no virus detected). Staff diagnosed with COVID-19 by a physician or through laboratory testing may not return to work without a letter of clearance from the Pasadena Public Health Department.
- Require any sick staff to stay home for at least 10 days or until 24 hours after fever and symptoms resolve (without use of fever-reducing medications), whichever is longer.
- Review and modify workplace leave policies to ensure that staff are not penalized when they stay home due to illness.
- Institute a plan in the event that one or more employees is diagnosed (by a physician or lab test) with COVID-19. The plan should include immediate isolation of the employee at home and self-quarantine of everyone that came into contact (within 6 feet for 15 minutes or more) with the ill employee. The plan should also include options for all employees identified as contacts to be tested for COVID-19 with an FDA-approved PCR test (not a blood test). However, contacts must still maintain quarantine for 14 days, even with a negative test.

Patron Health Screenings

- Patrons should be screened for symptoms upon arrival and asked to use hand sanitizer. Patrons must be instructed to wear face coverings while indoors.
- Remind patrons in advance to bring a face covering and make them available to anyone who arrives without one. Patrons are to wear face coverings while in the facility and during indoor workouts.

Reduced Contact

- Require staff and patrons to not use handshakes and similar greetings that break physical distance.
- Provide no-contact methods of payment at the establishment.
- Offer any transactions or services that can be handled remotely online.
- Equip the front desk area with Plexiglas or other impermeable barriers, if feasible, to minimize the interaction between reception staff and patrons. Implement virtual, touchless check-in tools, if possible, so that patrons do not have to utilize the reception space.
- Assign each staff member individually-assigned tools, equipment, and defined workspace, and minimize or eliminate shared, held items.
- Install hands-free devices wherever possible such as trash cans, soap and paper towel dispensers, door openers, and light switches.
- Remove all unpackaged food and beverages that may be offered to patrons.
- Make water fountains available for filling water bottles only and disinfect frequently.

- ❑ Prop doors and gates open where possible and applicable to reduce touching of handles, maintaining compliance with fire codes and accessibility standards. Doors and gates that exist as part of a pool enclosure may not be propped open at any time.
- ❑ 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. Non-essential vanity items should also be removed from locker rooms to help reduce touch points and patron interactions.

Scheduling

- ❑ Limit the number of employees who are on-site to the minimum number necessary, and institute alternate or staggered shift schedules to maximize physical distancing.
- ❑ Group employees into teams and schedule them consistently, by team, on the same shifts to reduce potential exposures.
- ❑ Allow employees who can carry out their work duties from home to continue to work from home, especially those at higher risk (65 or older or with underlying medical conditions). Reconfigure work processes to the extent possible.
- ❑ Stagger employee breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- ❑ Provide time for workers to implement cleaning practices during their shift. Cleaning assignments should be assigned during working hours as part of the employees' job duties. Procure options for third-party cleaning companies to assist with the increased cleaning demand, as needed.

Face Coverings*

- ❑ Provide, at no cost, a cloth face covering for all employees who have contact with the public or other employees, and instruct employees to wear a clean (washed daily), cloth face covering at all times during the work day. **Staff 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.**
- ❑ If indoors, staff and patrons must wear face coverings at all times except when swimming or showering. Showering at home is encouraged where possible.
- ❑ The CDPH guidance exempts workers and patrons from wearing face coverings while engaged in exercise outdoors, as long as they are able to maintain a distance of at least six feet from others.
- ❑ Prohibit employees from eating or drinking anywhere inside the workplace other than designated break areas (with at least 6 feet physical distancing) to ensure face coverings are worn consistently and correctly.

**Individuals with chronic respiratory conditions, or other medical conditions that make use of a face covering hazardous are exempted from this requirement, but may not be able to participate in indoor fitness facility offerings. Children under age 2 years should not wear a face covering. Refer to the [Face Covering FAQs](#) document for additional information, exemptions and care of the face covering.*

Hand Hygiene

- Provide access to handwashing sinks stocked with soap, paper towels, and hands-free trash receptacles.
- Instruct employees to wash hands upon arrival and at departure, before and after eating, and as otherwise necessary.
- Designate a staff person to check handwashing stations frequently and restock as needed.
- Allow employees time during their shift to wash their hands frequently.
- Provide hand sanitizer effective against COVID-19 (at least 60% alcohol) in patron's areas, and also in employee areas where a hand sink is not available. Hand sanitizer, tissues, and trash cans must be made available to the public at or near the entrance.

Gloves and Protective Equipment

- Provide disposable gloves to staff handling items used by customers, to workers using cleaners and disinfectants, for staff who handle commonly touched items, and for staff who provide temperature screenings.
- Provide other personal protective equipment (PPE), such as eye and face protection, as necessary.

Restrooms

- Place trash can near the door if the door cannot be opened without touching the handle, so restroom users may use a paper towel to cover the doorknob. Maintain compliance with accessibility standards and fire code.
- Increase frequency of cleaning and disinfection of restrooms.
- Ensure that restrooms stay operational and stocked at all times.

PHYSICAL DISTANCING

Physical distancing must be observed and enforced by the fitness facility.

Increased Physical Distancing and Reduced Contact

- Limit gym occupancy to 50% or less. Only those patrons that are actually exercising should be inside the facility. Patrons should not wait in the reception area.
- Lower occupancy limits to less than 50% if necessary to maintain physical distancing and establish physically distanced waiting areas when necessary.
- Reconfigure office spaces, breakrooms, waiting rooms, and workstations to allow for at least six feet of distance between staff and patrons. Use measures such as physical partitions or visual cues (floor markings, colored tape, or signs) to indicate where people should sit or stand. When six feet of physical distancing is not possible, consider installing physical barriers.
- Implement measures to ensure physical distancing of at least six feet between and among workers and patrons. This can include use of physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate to where workers and/or patrons should stand during check-in at reception areas or when waiting to use equipment).

- Designate separate entry and exit points if possible, to minimize crowding, monitor occupancy, and allow for health screenings/symptoms checks.
- Review foot traffic flows and make changes if needed to permit physical distancing during employee activities in the front and back areas of the facility. Place maps and visual markings on floors to inform customers and employees of people flow in the facility.
- Instruct employees to maintain at least six feet of distance from patrons and from each other, except staff may momentarily come closer when necessary to accept payment, deliver goods or services, or as otherwise necessary.
- Where possible, provide outdoor break areas with shade covers and seating, and encourage employees to take breaks alone.
- Consider implementing special hours designated for high risk or medically-vulnerable populations, including seniors with admittance by reservation only.
- Space equipment at least six feet apart, with greater distancing for treadmills and other high-exertion aerobic fitness equipment. Equipment can be arranged in an “X” pattern to provide greater distancing. Physical barriers can also be helpful to create distancing or separate exercise areas.
- Place tape or other markings on the ground at least six feet apart in lines and waiting areas.
- 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 Health Department guidance for these services.
- 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 highly 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.
- Yoga classes held in temperatures over 100 degrees should be discouraged.
- Stagger available lockers in locker rooms to maintain physical distancing.
- High contact programs that require close contact less than six feet in distance should be suspended. This includes activities such as group sporting events, organized intermural activities, pick-up basketball, or organized races.
- 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.

Swimming Pools (if applicable)

- Reduce pool capacity to 50% and assign staff to monitor the number of users.
- Saunas, steam rooms, and hot tubs must remain closed.
- Face coverings should be removed when entering the pool or spa.
- Reconfigure the deck furniture to ensure physical distancing.

- Provide physical cues (lane lines in the water, or chairs and tables on the deck), visual cues (tape on the decks, floors, or sidewalks), and signs to ensure physical distancing both in and out of the water.
- Swimmers that are swimming laps must maintain a six-foot distance from other lap swimmers, which may necessitate limitations on the number of swimmers that use a lane at one time.
- Use an [EPA approved disinfectant](#) on commonly touched surfaces, including but not limited to the pool area gate, latch, tables, chairs, drinking fountain, pool handrails, and countertops, and the locker room door handles, light switches, faucets, latches, and dispensers.
- 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 patrons, such as kick boards, pool noodles, and other flotation devices, to minimize sharing wherever possible. Clean and disinfect the items after each use.
- Ensure that lifeguards who are actively lifeguarding are not also expected to monitor handwashing, use of cloth face coverings, or physical distancing. Assign this monitoring responsibility to another staff member.
- Maintain proper water disinfectant levels (1-10 parts per million free chlorine or 3-8 ppm bromine) and pH (7.2-8).

Deliveries and Vendors

- Review work flows and make changes if needed to permit physical distancing during pickups and deliveries.
- When other parties (truck drivers, delivery agents, vendors) play a role in the work flow, instruct them to wear face coverings and to comply with symptom checks and physical distancing.

SANITIZATION AND CLEANING

- Develop a sanitization plan that identifies the surfaces to be disinfected, the frequency, and the person assigned to the task. Use an [Environmental Protection Agency \(EPA\)](#) registered product that is effective against COVID-19, and follow label instructions for required contact time and ventilation.
- 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.
- 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.
- Provide disinfectant and related supplies in multiple locations readily available to employees.
- Provide personal protective equipment (PPE) for staff who clean and disinfect surfaces appropriate to the chemicals that they are using.
- Disinfect items touched by patrons.

- Disinfect shared office equipment between shifts or between users, whichever is more frequent.
- Disinfect high-contact, commonly-used surfaces before and after each use, including all tools, and other equipment.

Laundering of Linens

- Encourage patrons to bring their own towels and mats and consider suspending the provision of any facility-provided towels or personal hygiene products.
- Replace soiled linen receptacle bag before it becomes full to avoid overflowing. Ensure dirty linens are stored in a sealed bag at the end of each day until they are picked up for laundering.
- Avoid shaking soiled linens.

BUILDING SAFETY

- Stagnant water in pipes increases the risk for growth and spread of legionella bacteria. When reopening a building it is important to flush both hot and cold water lines through all pipes and points of use including faucets and showers. Appropriate PPE including an N95 respirator must be worn. Information regarding this process can be found at the [CDC website](#).
- Consider HVAC upgrades to improve air filtration and increase fresh air ventilation. Clean HVAC intakes and returns daily and maintain systems to increase ventilation.
- If fans such as pedestal fans or hard mounted fans are used in the facility, take steps to minimize air from fans blowing from one person directly at another individual.