

# COVID-19 General Checklist for Fitness Facilities

July 2, 2020

This checklist is intended to help fitness facilities implement their plan to prevent the spread of COVID-19 in the workplace and is supplemental to the [Guidance for Fitness Facilities](#). This checklist is a summary and contains shorthand for some parts of the guidance; familiarize yourself with the guidance before using this checklist.



## Contents of Written Workplace Specific Plan

- The person(s) responsible for implementing the plan.
- A risk assessment and the measures that will be taken to prevent spread of the virus.
- Use of face coverings, in accordance with the [CDPH guidance](#).
- Training and communication with workers and worker 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 close workplace contacts and infected workers.
- Protocols for when the workplace has an outbreak, in accordance with [CDPH guidance](#).



## Topics for Worker 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](#).
- The importance of not coming to work if employees have symptoms of COVID-19 as described by the CDC, such as a cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, congestion or runny nose, nausea or vomiting, or diarrhea, or if they or someone they had contact with has been diagnosed with COVID-19.
- To return to work after a COVID-19 diagnosis only after 10 days since symptom onset and 72 hours of no fever.
- When to seek medical attention.
- The importance of hand washing.
- The importance of physical distancing, both at work and off work time.
- Proper use of cloth face covers, including information in the [CDPH guidance](#).

- Information on leave benefits, including the [Families First Coronavirus Response Act](#) and workers' compensation benefits under the Governor's [Executive Order N-62-20](#) while that Order is in effect.
- Train any independent contractors, temporary, or contract workers in these policies and ensure they have necessary PPE.



## Individual Control Measures & Screening

- Symptom screenings and/or temperature checks.
- Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.
- Provide and ensure workers use all necessary PPE, such as eye protection and gloves.
- Encourage frequent handwashing and use of hand sanitizer.
- Provide disposable gloves to workers as a supplement to frequent hand washing for tasks such as handling commonly touched items or conducting symptom screening.
- If indoors, ensure that workers and patrons wear face coverings at all times, except when showering.
- Use a reservation system for the facility and tell patrons with reservations 24 hours before their scheduled arrival to cancel if they or a member of their household has symptoms, been sick, or been exposed to someone who has been sick.
- Screen patrons for temperature and/or symptoms and ask patrons to use hand sanitizer and use face coverings, in accordance with CDPH guidance.
- Post signage at all entrances and in strategic, highly visible locations to remind workers and the public to use face coverings and practice physical distancing.



## Cleaning and Disinfecting Protocols

- Perform thorough cleaning in high traffic areas.
- Frequently disinfect commonly used surfaces.
- Clean and sanitize shared equipment between each use.
- Make hand sanitizer and sanitizing wipes available throughout the facility for patron and employee use.
- Provide time for workers to implement cleaning practices during their shift.
- Train all workers to use and have an adequate supply of all-purpose cleaners and disinfectants. Follow CDC guidelines for cleaning and disinfection. Follow Cal/OSHA requirements and manufacture instructions for safe use. Provide all necessary personal protective equipment.
- Provide adequate ventilation in areas being disinfected.
- Clean HVAC intakes and returns daily.
- Provide first aid supplies.
- Remind patrons to stay six feet away from janitorial or custodial workers. Check in with those workers to ensure visitors are following the protocol.

- ❑ Provide sanitation products throughout the facility and provide personal hand sanitizers to staff who regularly engage with patrons, such as reception staff.
- ❑ Require patrons to disinfect individual exercise equipment with provided disinfecting wipes before and after use.
- ❑ Provide “ready to clean” tags for members who are unable or unwilling to disinfect equipment after use.
- ❑ Provide non-touch trash receptacles.
- ❑ Encourage patrons to bring their own towels and mats.
- ❑ Use a check-out system for patrons to utilize any small equipment and accessories, such as exercise bands, ropes, and mats, and clean and disinfect items upon return.
- ❑ Ensure all water systems are safe to use to minimize risk of Legionnaires' disease.
- ❑ Install touchless, automatic water dispensers for use with personal reusable water bottles or single-use disposable paper cups, or distribute individual plastic water bottles.
- ❑ Encourage patrons to bring their own towels and mats.
- ❑ Follow CDC guidelines for any laundering of items used at the facility. Provide a closed container for patrons to place used towels or other items. Store all clean linens in a clean, covered place. Provide and ensure workers use gloves to workers handling dirty linens or laundry.
- ❑ Remove magazines, books, self-serve water stations (unless touchless), and other items for patrons.
- ❑ Avoid shaking hands, bumping fists or elbows, and other physical contact.
- ❑ Avoid sharing tools, phones, and office supplies. Never share PPE.
- ❑ Use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved](#) list and train workers on chemical hazards, product instructions, ventilation requirements, and Cal/OSHA requirements.
- ❑ Follow the [asthma-safer cleaning methods](#) recommended by the CDPH.
- ❑ Clean floors using a vacuum with HEPA filter or other methods that do not disperse pathogens into the air.
- ❑ 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 physically separate people by at least six feet using measures such as physical partitions or visual cues (e.g., Plexiglas barriers in front desk or reception areas, or signs to indicate to where to stand when waiting to use equipment).
- ❑ Space equipment at least six feet apart.
- ❑ Implement special hours for high-risk or vulnerable populations.

- Adjust maximum occupancy rules and limit the number of patrons allowed in the facility at one time.
- Use an online reservation system.
- Use one-way foot traffic patterns throughout the facility with visual cues.
- Remove communal furniture and/or cordon off member lounge areas.
- Stagger available lockers in locker rooms.
- Space all equipment and machines at least six feet apart or remove some machines from service.
- Adjust personal training offerings and group training classes to provide for physical distancing.
- Adjust in-person meetings for workers to ensure physical distancing or hold virtual meetings.
- Offer modified duties to workers who request them.
- Stagger worker breaks, in compliance with wage and hour regulations, to maintain physical distancing.
- Close breakrooms, use barriers, or increase distance between chairs. Create outdoor break areas with shade covers and seating that ensures physical distancing.

## Additional Considerations for Communal Restrooms and Shower Facilities

- Clean shared restroom facilities and locker rooms at least twice per day.
- Create and post a cleaning schedule for restroom facilities and locker rooms.
- Ensure that sanitary facilities stay operational and are continuously stocked at all times.
- Install hands-free devices, such as motion sensor sinks, soap dispensers, etc.
- Make sure that doors to multi-stall restrooms are able to open and close without touching the handles or opening controls. If not, place a trash receptacle by the door so that a paper towel can be disposed of when operating the door.
- Inform patrons that sinks could be an infection source so they should not place toothbrushes or other items directly on counters.
- Only allow shower use if there are partitions in the shower facility. Otherwise, limit use to maintain physical distancing.
- Post information in restrooms on how to wash hands properly.

# Additional Considerations for Swimming Pools/Aquatic Venues

- ❑ Follow CDC guidelines to ensure that swimming pools or splash pads are properly cleaned and disinfected.
- ❑ Keep water slides, water rides, and other water attractions closed until such operations can resume.
- ❑ Keep saunas, steam rooms, and hot tubs closed until such operations can resume.
- ❑ Advise workers and patrons not to wear face coverings while in the water, and to otherwise wear them in accordance with the CDPH face covering guidance.
- ❑ Maintain proper disinfectant levels and pH.
- ❑ Ensure safe and correct use and storage of disinfectants.
- ❑ Set up a system to separate furniture and equipment that have already been cleaned from those that have not.
- ❑ If providing towels, launder at the warmest water temperature according to manufacturer's instructions, and dry completely. Handle towels with disposable gloves and minimal disturbance.
- ❑ Discourage people from sharing items.
- ❑ Ensure the facility has adequate equipment for patrons to minimize sharing. Clean and disinfect the items after each use.
- ❑ For indoor aquatic venues, introduce and circulate outdoor air as much as possible, unless it poses a safety risk.
- ❑ Change the deck layout and other areas surrounding the pool to ensure that the standing and seating areas can support physical distancing.
- ❑ Provide physical cues or guides and visual cues so people stay at least six feet apart both in and out of the water.
- ❑ Install impermeable physical barriers where workers and patrons must interact and physical distancing is difficult.
- ❑ Use a reservation system for pool use.
- ❑ Assign workers who are not lifeguards to monitor handwashing, use of cloth face coverings, and physical distancing.

## Additional Considerations for Food Service (Including Juice Bars, Snack Bars, and Concessions) and Retail

- Run food service operations in accordance with current orders and guidelines for such establishments.
- Have patrons order food items online or over the phone and make food available for pickup. If not possible to pre-order food items, ensure physical distancing for people waiting in line.
- Sell pre-packed and individually wrapped food when possible. Wrap silverware or plasticware individually within a napkin.
- Encourage use of credit cards or accept payment over the phone. Wipe down the payment system between uses.

